Gleason's Parliamentary Digest

Revised Edition

This book belongs to Jean Chamberlain Drew
517 E. Maricopa
El Segundo
California.

Inglewood Chapter #319 O.E.S.

Mrs. I. W. Gleason

GLEASON'S PARLIAMENTARY DIGEST

for

Deliberative Bodies

BY

FANNIE MATTOON GLEASON
(MRS. I. W. GLEASON)

ADDRESS
GLEASON'S PARLIAMENTARY DIGEST
216 NORTH VALLEJO DRIVE
GLENDALE 6, CALIFORNIA

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FANNIE MATTOON GLEASON
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PREFACE

This Digest is a complete manual of Parliamentary Law and practice; based upon Robert's Rules of Order Revised and is designed as a textbook for use wherever the subject is studied or practiced. It aims to make clear the rules of order and practice by which deliberative bodies are governed. This book may be most satisfactorily studied by forming classes, and following the Outline of Study as presented on page 165.

The book may also be used for study by individuals; and is especially fitted for a reference book upon all subjects pertaining to Parliamentary Law, for both the inexperienced learner, and the experienced practitioner.

Parliamentary Usage may vary or differ in the details of its rules, but the underlying foundation or principles upon which the superstructure of Parliamentary Law is founded are the same: they may be condensed as follows:

Justice and Equality to All.
Courtesy to All,
One Thing at a Time.
The Will of the Majority.
The Right of the Minority to be Heard,
Partiality to None.

In order to avoid diversity of opinions, no organization should attempt to conduct business without having first adopted some Parliamentary authority, as a guide in all cases not covered by its own Constitution, By-Laws or Rules.

This book is for the guidance of organizations which have adopted Gleason's Parliamentary Digest as authority, or Robert's Rules of Order Revised. This book does not aim to establish new principles in Parliamentary Law which are in conflict or in competition with Robert's Rules Revised; but attempts to point out a more simple and more easily grasped *method* of studying and applying the rules which have become the established rules of Parliamentary practice in this country.

The author desires to acknowledge her indebtedness to many Parliamentarians for the valuable knowledge derived from them, especially H. M. Robert, Mesdames A. S. Benjamin, J. F. Lewis, A. L. Berry, N. B. Paul, H. R. Shattuck, as well as Jefferson, Cushing and Reed. It has been the aim of the author to present this subject in a plain and attractive form so as to create in the student a desire to *study* and *practice* the correct usage of Parliamentary procedure. These usages are necessary for the proper conduct of business; and it is her belief that no education is complete that does not carry with it some Parliamentary training.

This Manual has been compiled and arranged in as simple and concise form as possible, in the hope of helping the busy woman of the hour to do things by the most approved methods.

The author has found, in her varied experience as instructor,

a need of a simpler form of presenting this puzzling, but fascinating subject: and the Plan herein described has been developed by long and careful consideration, and actual practice in teaching.

The method of presenting the subject in this book is the reverse of that used by most parliamentarians, in that, the lessons commence with the Main Motion; the proper handling of which is the aim and purpose of Parliamentary Usage; and build up, instead of beginning at the top, and trying to build down.

The author has been urged many times to put her methods of teaching into print that more people might be benefited by them; and this book is compiled in response to that call. This Digest has been compiled primarily as a text book for *study*, and with the special object in view of providing rules to be used in Clubs, W.C.T.U. meetings, Aid Societies, Assemblies, City Councils, Societies, Corporations, schools, and for conducting school or S. S. class elections, and in fact, this Digest is for use in all meetings that are organized for deliberation, and class study.

Gladstone said: "It is the purpose of all Law to make it hard to do wrong, and easy to do right"; hence, the necessity for all who wish to become valuable acquisitions to society, to have a knowledge of the established Rules of Parliamentary procedure.

The author would have preferred a smaller sized Manual, but the size of the book had to be sacrificed in order to allow space for the R-U-S-D-A-M-V-R-O-A Charts, without too much abbreviation; and thus, by this method of Charts, present to the reader the ten rules that govern all motions; practically, in a nut shell.

Explanation of Quizzes and Drills

The Quizzes and Drills upon all subjects in this book are numbered, for the purpose of using them for class and drill work.

In giving a drill, if each member is not supplied with a Parliamentary Digest, the Superintendent or Chairman will prepare an extra set of numbered slips including Questions and Answers, and pass them out among the members. The Chairman or Superintendent will then call the numbers beginning with No. 1. The member holding that number will obtain the floor; then, acting as Chairman, will read the question, and call upon some member to answer it. This member must also obtain the floor before answering the question; or, if preferred, the Chairman may direct the member who holds the slip to answer the question.

The Drills may be enlarged upon if desired. If each member has her own book the slips would not be necessary, as the questions are all numbered in the book.

It is desirable to have the Chart upon the motion you are studying, upon the wall, thereby making it easy to ask questions upon that Chart. Urge that each member make out a R-U-S-D-A-M-V-R-O-A Chart upon the motion you are studying, and bring it to the class for inspection: thus stimulating study at home.

Chapter I

CHARTS AND MOTIONS

Table of Motions

Motions are grouped, classified and sub-divided as follows:

GROUP I—CLASSIFIED MOTIONS:

Order of Precedence of Motions

1. PRIVILEGED MOTIONS—

   Fix the Time to which to Adjourn *(when privileged)*.
   To Adjourn *(when privileged)*.
   Take a Recess *(when privileged)*.
   Raise a Question of Privilege.
   Call for Orders of the Day.

   Undebatable

2. SUBSIDIARY MOTIONS—

   Lay on the Table.
   The Previous Questions, 2/3.
   Limit or Extend Limits of Debate, 2/3.

   Postpone Definitely or to a Certain Time.
   Commit or Refer.
   To Amend.
   Postpone Indefinitely.

   Debatable

3. MAIN MOTION—

   Main or Original Motion.
   Incidental Main Motion.

4. INCIDENTAL MOTIONS—

Appeal from Decision of Chair.

Appeal relating to Violation of Rules of Speaking. Indecorum, Priority of Business.

Questions or Points of Order.

Suspension of Rules, 2/3.

Objection to Consideration of Question, 2/3.

Division of Question.

Consideration by Paragraph or Seriatim.

Division of Assembly.

Polls—To Close, 2/3, or Reopen.

Leave to Withdraw a Motion.

Parliamentary Inquiry.

Reading Papers.

Request for Information.

Request to be Excused from Duty or for any Privilege.

Nominations—To Close, 2/3, Reopen or Make.

GROUP II—UNCLASSIFIED MOTIONS AND TWO IMPORTANT MAIN MOTIONS:

1. Ratify or Approve. } Incidental
2. *Rescind or Annul, 2/3. } Main.
3. Diliatory, Absurd or Frivolous Motions.
4. Take From the Table.
5. Reconsider.
6. Reconsider and Have Entered on the Minutes.
7. Renewal of a Motion.

(*Rescind requires 2/3 vote without notice, and a majority vote if notice has been given.)

KEY TO R-U-S-D-A-M-V-R-O-A CHART

The Study of Motions in this book is based upon a Skeleton Chart, composed of the following ten letters:

R-U-S-D-A-M-V-R-O-A

These letters stand for Ten Rules to Remember about every Motion; also these Ten Rules govern the Usage of *all* motions. When applied to each individual motion these letters signify as follows:

R—(rank): What is its Rank or order in the precedence of motions? (Number *I* standing for the highest, and subsequent numbers indicating the rank of the others, the Main motion being the lowest.)

U—(use): What is its Use?

S—(second): Does it require a Second?

D—(debatable): Is it Debatable?

A—(amendable): Is it Amendable?

M—(motions): What Motions are in order when this motion is before the house?

V—(vote): What Vote is required to carry it?

R—(reconsider): Can it be Reconsidered?

O—(out): Is the motion Out of order when a speaker has the floor?

A—(applied): What other motions may be Applied to it?

The answers to these Ten questions when applied to any motion determine the Ten Rules governing that motion.

The R-U-S-D-A-M-V-R-O-A Chart was developed for the purpose of giving to the Presiding Officer as well as to the student, the Key to Parliamentary procedure.

By consulting the Charts it not only enables the student at a glance to comprehend the Four Classes of Motions, and the Order of Precedence of Motions; but it also gives the answers to the Ten Rules that govern the usage of all motions.

Under the heading, "Order of Precedence of Motions" on the Chart: The motion on the list that is highest in rank is at the top and marked I. The motion that is lowest in rank is at the bottom and marked XIII.

When any of the motions are immediately pending, or before the house, then all motions that are below that motion on the list are *out* of order; while the motions that are above that motion are *in* order.

All motions in the Order of Precedence of Motions may be pending at one time, provided they are made in their order ascending.

Any motion may be omitted in ascending, but no motion can be omitted if pending without being acted upon when descending the Order of Precedence of Motions.

Order of Precedence of Motions

PRIVILEGED AND SUBSIDIAR

Page	THE PRIVILEGED MOTIONS	R. Rank	U. Use	S. Second	D. Debatable	A. Amend-able
66	Fix the Time to which to Adjourn	I	To fix the time and place for next meeting	Yes	No	Yes as to time and place
78	Adjourn	II	To dismiss the assembly	Yes	No	No
76	Take a Recess	III	To call for intermission in day's proceedings	Yes	No	Yes as to length of recess
75	Raise a Question of Privilege	IV	To ask for rights or privileges of assembly or members	No	No	No
72	Call for the Orders of the Day	V	A demand that assembly conform to Order of Business	No	No	No
	SUBSIDIARY MOTIONS					
67	To lay on the Table	VI	To lay aside the pending question temporarily	Yes	No	No
63	Previous Question	VII	To close debate and proceed to vote	Yes	No	No
60	Limit or Extend Limits of Debate	VIII	To regulate the length of debate	Yes	No	Yes
57	Postpone Definitely	IX	To defer action until a certain time	Yes	Yes, as to propriety of postponing	Yes, as to time
55	Commit or Refer	X	To have question more carefully investigated	Yes	Yes, as to propriety of committing	Yes
52	To Amend	XI	To change the motion	Yes	Yes, if motion to be amended is debatable	Yes
43	Postpone Indefinitely	XII	To reject the question	Yes	Yes, and opens main question for debate	No.
41	MAIN MOTION					
	Main Motion	XIII	To introduce business	Yes	Yes	Yes

BOUT EVERY MOTION

I V R O A

'T

N

MOTIONS, AND THE MAIN MOTION

M.	V.	R.	O.	A.
Motions in Order	Vote Required	Reconsider	Out of order when speaker has floor	Motions that may be Applied to it
Not any	Majority	Yes	Yes	To Amend
Fix the Time to which to Adjourn	Majority	No	Yes	Not any
Fix the Time to which to Adjourn and To Adjourn	Majority	No	Yes	To Amend
Motions of adjournment and recess	Majority	No	No	Not any
Motions for adjournment and recess, Questions of Privilege	Majority	No	No	Not any
SUBSIDIARY MOTIONS				
Privileged, and such motions as are incidental to it	Majority	No	Yes	Not any
Privileged, Incidental and To Table	2/3	Yes, before vote is taken under it	Yes	Not any
Privileged, Incidental, To Table and Previous Question	2/3	Yes	Yes	To Amend
Privileged, Incidental and higher Subsidiary	Majority	Yes	Yes	Previous Question, Limit or Extend Limits of Debate
Privileged, Incidental and higher Subsidiary	Majority	Yes, before committee takes up subject	Yes	Previous Question, Limit or Extend Debate and Amend
Privileged, higher Subsidiary, Incidental except To Divide	Majority	Yes	Yes	Previous Question, Limit or Extend Limits of Debate and To Amend
Privileged, Incidental and higher Subsidiary	Majority	Yes, affirmative vote	Yes	Previous Question, Limit or Extend Debate
MAIN MOTION				
All motions except another Main motion	Majority	Yes	Yes	All Subsidiary and a few Incidental Motions

INCIDENTAL

80	INCI-DENTAL MOTIONS	R.	U	S	D	A.
		Rank	Use	Second	Debat-able	Amend-able
81	Appeal	First after Chair's ruling	Try to reverse ruling	Yes	Yes	No
81	Appeal relating to Indecorum, Etc.	After Chair's ruling	Try to reverse ruling	Yes	No	No
82	Questions or Points of Order	Outranks business pending	To enforce rules and Orders	No	No	No
84	Suspend the Rules	Outranks business out of which it rises	To set aside rules that interfere with new action	Yes	No	No
86	Objection to Consideration	Outranks question pending	To avoid unprofitable questions	No	No	No
87	Division of a Question	Outranks question out of which it rises	To divide a question	Yes	No	Yes
90	Division of Assembly	Outranks business out of which it rises	To vote again	No	No	No
92	Leave to Withdraw a motion	Outranks business pending	To prevent vote upon the motion	No	No	No
94	Parliamentary Inquiry	Outranks question out of which it rises	To ask for information	No	No	No
95	Reading Papers	Outranks business pending	To impart information	Yes	No	No
97	To Close Nominations	Outranks business pending	To prevent new names being nominated	Yes	No	Yes as to Time
98	To Reopen Nominations	Outranks business pending	To present other candidates	Yes	No	Yes as to Time
98	To Make Nominations	Outranks business pending	Method of Making Nominations	No	No	Yes

ABOUT EVERY MOTION

M V R O A

ART

ON

MOTIONS

M.	V	R.	O	A.
Motions in order	Vote	Recon-sider	Out	Applied
Privileged, Questions of Order and To Table	Majority	Yes	No	To Table. Extend or Limit Debate, and Postpone Definitely
Privileged and To Table	Majority	Yes	No	To Table and Postpone
Privileged and To Table	Majority	No	No	Not any
Privileged (except Orders of the Day) To Table, and a few Incidental	2/3	No	Yes	Not any
Privileged and To Table	2/3	Yes, a negative vote	No	Not any
All, except Amend and Postpone Indefinitely	Majority	No	Yes	To Amend
Not Any	Majority	No	No	Not any
Privileged	Majority	Yes, a negative vote	Yes	Not any
Privileged	Majority	No	No	Not any
Privileged	Majority	Yes	Yes	Not any
Privileged	2/3	No	Yes	To Amend
Privileged	Majority	Yes, if negative vote	Yes	To Amend
Privileged	Majority	No	Yes	To Amend

WHAT MOTIONS TO USE IN ORDER TO OBTAIN DESIRED RESULTS

To Reject the Question:
- Objection to Consideration of Original Main Motion, if sustained by a two-thirds negative vote.
- Postpone Indefinitely.

To Amend or Modify:
- Amend.
- Commit or Refer.

To Defer Action:
- Postpone to a Time.
- Make a Special Order, 2/3.
- Lay on the Table.
- Refer or Commit.

To Close or Limit Debate:
- Previous Question, 2/3.
- Limit-Debate, 2/3.

To Suppress the Question:
- Objection to Consideration, 2/3.
- Previous Question, 2/3.
- Postpone Indefinitely.
- Lay on the Table.

To Consider a Question the Second Time:
- Reconsider.
- Take from the Table.
- *Rescind, 2/3 and Ratify.

To Prevent Final Action on a Question:
- Reconsider and Have Entered on Minutes.

To Open Main Question to Debate.
- *Rescind or Annul, 2/3.
- Ratify or Confirm.
- Reconsider a Debatable Question.
- Postpone Indefinitely.

To Prevent the Recording of a Motion:
- Withdraw the Motion.

To Take Action Which is Against the Rules:
- Suspend the Rules, 2/3.

To Try to Reverse the Chair's Ruling:
- Appeal from the Decision of the Chair.

To Annul Action Previously Taken:
- *Rescind the Vote, 2/3.

To Set the Time and Place of the Next Meeting:
- Fix the Time and Place to which to Adjourn.

(*Motions as a general rule require for their adoption only a majority vote; but motions to Close or Limit Debate or to prevent the Consideration of a question, or to Rescind action without previous notice requires a two-thirds vote.)

Chapter II

HOW INTRODUCE AND CONDUCT BUSINESS

R-U-S-D-A-M-V-R-O-A

Chart Upon

MAIN MOTION

R.	U.	S.	D.	A.	M.	V.	R.	O.	A.
Rank	Use	Second	Debatable	Amendable	Motions in order	Vote	Reconsider	Out of order if speaker has the floor	Motions may be applied to it
XIII lowest	To introduce business	Yes	Yes	Yes	All motions except another Main motion	Majority	Yes	Yes	Subsidiary motions and a few Incidental

MAIN MOTION

QUIZ

1. How is business presented to an assembly?

Ans. By a motion regularly made, and stated by the chair.

2. What is a Main Motion?

Ans. A proposition that the assembly take action upon a certain subject.

3. What are the eight steps necessary to put a question or motion through the house?

Ans. 1st—Rise, address the chair.
2nd—Receive recognition.
3rd—Make the motion.
4th—Second the motion.
5th—State the motion.
6th—Discussion or Debate.
7th—Put the Question to vote.
8th—Announce the vote and result.

4. If you wish to make a motion what is the first step necessary?

Ans. To obtain the floor.

5. How proceed to obtain the floor?

Ans. Rise, address the chair, give your name and club, (if a stranger) and receive recognition.

6. What is the proper preface for a motion?
Ans. "I move—"
7. Is it not correct to say "I would like to make a motion." or "I move you," or "I would like to move you?"
Ans. The above forms are incorrect. Every motion should begin with the words "I move."
8. When a motion is of such length as to be written, what is it called?
Ans. A Resolution.
9. Is it necessary to rise when you second a motion?
Ans. In small assemblies, no; but in large assemblies it is best to rise and say "Mr. Chairman, I second the motion."
10. When a motion is seconded is it ready for discussion?
Ans. It is not. The Chair must state the motion before it is before the assembly for discussion.
11. When debate appears to be closed what does the Chair say?
Ans. "Are you ready for the question?" (or "Are there any remarks?") And if no one rises to speak, the Chair puts the question to vote.
12. How does the Chair put the question to vote, and announce the result?
Ans. "As many as are in favor of the motion (stating it in full) will say 'aye'; as many as are opposed, say 'no.' The ayes (or noes) have it, the motion is carried (or lost) and we 'will' so and so (state what) if the motion was carried, or we will 'not' do so and so, (state what) if the motion was lost."
13. How many Main, or Principal motions can be before the assembly at one time?
Ans. Only one Main or Principal motion can be pending at a time. If another is made the Chair should rule it "out of order."
14. Can Main motions be modified, or in any way disposed of other than by a direct vote?
Ans. Yes; Main motions are debatable, and can have any Subsidiary motion applied to them.
15. What becomes of Subsidiary motions if they are pending when the Main motion is tabled?
Ans. The Main motion carries to the table all pending motions.
16. If a Main motion is referred to a committee, what motions does it carry with it?
Ans. It carries with it only pending amendments.
17. What vote is required to carry a Main motion?
Ans. As a general rule, they require only a majority vote, but there are exceptions to the rule, for instance: Amendments to the Constitution and By-Laws are Main motions, but require a two-thirds vote for adoption, unless By-Laws specify differently.

18. Is it permissable to make two motions at one time?
Ans. No; not as a rule, but a member may make a motion, and move to Suspend the Rules at the same time; also to Reconsider a motion and its amendments; and may offer a resolution, and at the same time move to make it a special order for a specified time.

Drill Upon the Main Motion

1. Mrs. A. (rising)—"Madam President."
President (recognizing her)—"Mrs. A."
Mrs. A—"I move that every member who neglects to register and vote at the coming State election, be fined $5.00."
2. Mrs. B.—"I second the motion."
President—"It has been moved and seconded that every member who neglects to register and vote at the next State election be fined $5.00. Are you ready for the question? As many as are in favor of the motion, say 'aye'; as many as are opposed, say 'no.' The ayes have it, the motion is carried: That every member failing to register and vote at the coming State election be fined $5.00, or; all those in favor of the motion say 'aye'; those opposed say 'no,' or all in favor say 'aye'; all opposed say 'no.' "

Main Motion Subdivided

Original Main Motion and Incidental Main Motion

QUIZ

1. How are Main Motions subdivided?
Ans. Into Original Main Motions and Incidental Main Motions.
2. What is an Original Main Motion?
Ans. A motion that brings before the assembly some new subject.
3. What is an Incidental Main Motion?
Ans. A motion that is incidental to, or relates to, the business of the assembly, or its past or future action—as a committee's report, on a resolution referred to it.
4. What is the *only* difference in treating the two classes of Main Motions?
Ans. An Objection to Consideration *cannot* be applied to an Incidental Main Motion, while it *may* be applied to an Original Main Motion.

Incidental Main Motions

Accept or *Adopt* a *Report* upon subject referred to committee.
Adjourn, if qualified, or if it dissolved the assembly permanently.

Appoint the *Time* and *Place for the next meeting, if no motion is pending.*

Amend the *Constitution. By-laws, Standing Rules* or *Resolutions* already adopted.

Ratify or *Confirm* action taken.

Rescind or *Repeal* action taken.

7. How are Incidental Main Motions treated?

Ans. They are treated as Main Motions.

8. What kind of a motion is the motion to Adopt or Accept the report of a standing committee upon a subject not referred to it?

Ans. An Original Main Motion.

9. Wht kind of a motion is the motion to Adopt or Accept a report on a subject which was referred to a committee.

Ans. An Incidental Main Motion.

EIGHT STEPS NECESSARY TO PUT A QUESTION THROUGH THE HOUSE

QUIZ

What are the eight steps necessary to put a question through the house?

1st —Rise, address the chair.
2nd—Receive recognition.
3rd —Make the motion.
4th—Second the motion.
5th—State the motion.
6th—Discussion or Debate.
7th—Put the question to vote.
8th—Announce the vote and result.

OBTAIN THE FLOOR

Quiz upon the First and Second Step

1. How proceed to obtain the floor?

Ans. 1st step—Rise, address the chair, give your name and club, (if a stranger.)

2nd step—Receive recognition (the chair repeating your name).

2. Is it in order for a member to remain standing waiting for recognition, while another member has the floor?

Ans. No. Such a procedure is out of order, and if another member rises and addresses the chair after the floor has been yielded, the Chair may give the floor to the one who rose last.

3. Suppose two or more rise about the same time to claim the floor, to whom should the floor be granted?

Ans. To the member who first addressed the Chair after the floor had been yielded.

4. When a *debatable* question is immediately pending, does any one member have more right to the floor than another?

Ans. Yes; the mover of the motion has first right to the floor, even though another member has risen first and addressed the Chair, provided he claims it promptly.

5. Can a member who has spoken once on the immediately pending question speak again?

Ans. Yes; she may speak twice, provided no member who has not spoken to the question claims the floor.

6. When there are friends and enemies to a measure which is being debated, how should the Chair decide to whom to give the floor?

Ans. The Chair should give the preference to the one opposed to the last speaker.

7. When an *undebatable* question is immediately pending, does the mover have preference to the floor?

Ans. No; the mover has no privilege, if the question is undebatable.

8. If a member has been assigned the floor, and another calls: *"question, question,"* how should the Chair proceed?

Ans. It is the duty of the Chair to suppress the disorder, and protect the member who is entitled to the floor as the calling of *question* is out of order.

9. Suppose a question is Laid on the Table in order to attend to more urgent business, who is entitled to the floor, the mover of the motion To Table, or another who has risen first?

Ans. The one who moved To Table the question, if she immediately claims the floor, in order to present urgent business.

10. If a motion is reconsidered for the purpose of amendment, who is entitled to the floor, the mover of the motion To Reconsider, or another who had risen first?

Ans. The mover of the motion To Reconsider, if she claims the floor immediately, in order to make her amendment.

11. If the rules are suspended for the purpose of making a motion, who has the first right to the floor?

Ans. The mover of the motion to Suspend the Rules has preference to others, in order that she may make her motion.

12. Suppose Mrs. A. rises to introduce a Main motion, and immediately Mrs. B. rises to Reconsider a vote or to call up a motion to Reconsider a vote that has been previously made, or to take a question from the table, which member is entitled to the floor?

Ans. Mrs. B. is entitled to the floor provided she, on rising, states the purpose for which she rises.

13. Suppose three members rise about the same time, Mrs. B. to move to Reconsider, Mrs. C. to take a Question from the Table, Mrs. D. to call up a motion to Reconsider, who should be given the floor?

Ans. If these motions come into competition, speakers are given the floor as follows: To Reconsider coming first, and to Take from the Table last. [R. O. R. page 31.]

14. If the Chair is in doubt as to who is entitled to the floor, how proceed?

Ans. The Chair may allow the assembly to decide.

15. Can a motion be made by one who has not obtained the floor?

Ans. By general consent; but it should not be recognized by the Chair if anyone afterwards rises promptly and claims the floor, thus proving that general consent has not been given.

16. When a member has been assigned the floor, may she be interrupted?

Ans. Yes, by the motions that are in order when another has the floor, if the need is urgent.

17. What are the motions that are in order when another has the floor?

A Point of Order
An Objection to Consideration
A Call for the Orders of the Day
Raise a Question of Privilege
A Request to Divide the Question
A Parliamentary Inquiry or Request for information that requires immediate answer.
An Appeal, Division of the Assembly and To Reconsider.

18. Does the member lose her right to the floor by these interruptions?

Ans. No. After they have been disposed of, the Chair assigns her the floor again.

MAKE THE MOTION

Quiz upon the Third Step

1. What is a motion?

Ans. A motion is a proposition that the organization take action upon a certain subject.

2. How is a motion made?

Ans. By obtaining the floor and saying "I move that,— or I move—" (state what).

3. Does a motion ever have any other name?

Ans. Yes: when a motion is long and important it is usually written, and it's then called a "Resolution."

4. Are motions ever written?
Ans. The Chair has the right to ask the mover to put the motion in writing.

5. What is the form of a resolution?
Ans. A resolution begins with the word "Resolved" in italics, followed by a comma, and the word "That" beginning with a capital, then state the Resolution.

6. What is a Preamble?
Ans. The reasons for making the resolution are stated in the Preamble, each clause of which constitutes a paragraph beginning with "Whereas."

7. In moving the adoption of a resolution is the Preamble mentioned?
Ans. No; as the Preamble is usually included in the resolution.

8. Is the Preamble ever amended?
Ans. Yes; it is amended last, as changes in the resolution may require changes in the Preamble.

9. When the Previous Question is ordered on the resolution before the Preamble has been considered, does it apply to the Preamble?
Ans. No; the Preamble is still open to debate and amendment.

10. Give an example of the form of a resolution.
Ans. Whereas, Our organization is very remiss in its knowledge and Practice of Parliamentary Usage;
Whereas, There is no school at which our members may study this important subject; therefore, or (therefore, be it)
Resolved, That we form a Parliamentary class in our organization.
Resolved, That a committee of three be appointed by the Chair for the purpose of securing a teacher, and making the necessary arrangements for the class.

11. Is there any different form for a resolution?
Ans. There may be a series of resolutions preceded by figures 1, 2, 3, etc., or it may be one resolution with several paragraphs, each beginning with "That" and these may be numbered "First," "Second," etc.

SECOND THE MOTION

Quiz upon the Fourth Step

1. Why do motions require a second?
Ans. To prevent time being spent considering a question which only one person favors.

2. When the motion is not at once seconded, how should the Chair proceed?

Ans. The Chair should ask "Is the motion seconded?"

3. How may a motion be seconded?

Ans. In large assemblies the member should rise, and without waiting for recognition, say "Mr. Chairman, I second the motion"; but in small assemblies the member simply says, "I second the motion" without rising.

4. When a motion is made and seconded, is it before the house?

Ans. No; only the Chair can put it before the house.

5. Do all motions require a second?

Ans. All except the following motions:

To Raise a Question of Privilege.
Points or Questions of Order.
Objection to Consideration.
Call for the Orders of the Day.
Call for Division of the Assembly.
Call up motion to Reconsider.
Filling Blanks.
Nominations, to Make.
Leave to Withdraw a Motion.
Parliamentary Inquiry or Requests.
Call for Division of Question.

STATE THE QUESTION

Quiz upon Fifth Step

1. When a motion has been made and seconded, who states it?

Ans. It is the duty of the Chair, unless she rules it out of order, to immediately state the question.

2. How should the question be stated?

Ans. It may be stated in various ways, depending upon the nature of the question, the most common form being—"It is moved and seconded that we adopt the following resolution" or 'It is moved and seconded that we do" so and so, repeating the motion.

3. If the question is debatable what does the chair say?

Ans. "Are you ready for the question?" or "Are there any remarks?"

4. If the question is not debatable or amendable, what then?

Ans. She immediately puts the question to vote, after stating it.

5. What is the immediately pending question?

Ans. The last one stated by the chair.

DEBATE

Quiz upon Sixth Step

1. How many times may a member speak to a question?
Ans. Each member has the right to speak twice to the same question, but can not make a second speech if any member who has not spoken, desires the floor.
2. If there are a number of motions before the house is debate limited to any one of them?
Ans. Debate is limited to the immediate pending question.
3. How long may a member speak to a question?
Ans. No one may speak longer than ten minutes at a time without the consent of the assembly, and the question of granting leave to speak longer, shall be decided by a two-thirds vote, without debate.
4. To whom do speakers address their remarks?
Ans. To the presiding officer.
5. Is it permissable in debate to allude to persons by name?
Ans. No: speakers should avoid all personalities in debate, and officers should be referred to by their official title.

PUTTING THE QUESTION TO VOTE

Quiz upon Seventh Step

1. In putting the question to vote should the Chair repeat the question?
Ans. Yes; unless it has been read recently so that the Chair is satisfied that all know what they are voting on.
2. Is it proper for the chairman to sit while putting the question to a vote?
Ans. The chairman must stand while putting the question to vote, but *may* sit while stating the question, but it is best to rise.
3. How should the question be put to vote?
Ans. "All those in favor say 'aye'; those opposed say 'no'; or as many as are in favor say 'aye'; as many as are opposed say 'no.' "
4. If the motion requires a two-third vote how proceed to take the vote?
Ans. "As many as are in favor of the resolution rise." (Chair counts, or asks secretary to count), "Be seated." "As many as are opposed, rise and stand until counted."
5. If the vote is by "show of hands," how proceed?
Ans. "Those in favor of the motion, raise the right hand; those opposed signify in the same manner."
6. When does a vote go into effect?
Ans. Not until the result is announced by the Chair.

ANNOUNCING THE VOTE AND RESULT

Quiz upon Eighth Step

1. How does the Chair announce the vote when a majority vote is required?

Ans. When the Chair has no doubt as to the result of vote, she announces the vote thus: "The ayes have it, and the motion, or resolution is carried or adopted; or, "The noes have it, and the motion is lost." (Then she announces the result of the vote, "We will, or will not do so and so," according to whether the motion carried or lost.)

2. How announce the vote when a two-thirds vote is required?

Ans. "There being a two-thirds vote in the affirmative the motion (or resolution) is carried, (or adopted)" or "There not being a two-thirds vote in the affirmative, the motion (or resolution) is lost."

3. If the vote is by the "uplifted hand" how does the Chair announce vote and the result?

Ans. "The affirmative has it, and the motion is adopted (or carried)" or "The negative has it, and the motion is lost."

4. If the vote was taken by "rising" how announce the vote and result?

Ans. "The affirmative has it, and the motion or resolution is carried or adopted," or "The negative has it, and the motion or resolution is lost."

5. In announcing the vote what three things should the chair state?

Ans. 1st—Whether the motion was carried or lost.
2nd—What was the result of the vote.
3rd—State the business before the house: or if there is none, ask: "What is your pleasure," or "Is there any further business?"

Close application, systematic study and frequent practice tend to efficiency in Parliamentary Law. A member who has a ready knowledge of Parliamentary Law is equipped in organized society for all occasions, and is a power wherever she may be; while a member who is ignorant of the rules and regulations of Parliamentary Law is not exempt from paying the penalty attached to ignorance of the law.

Chapter III

CONDUCTING A MEETING

Minutes and Presiding Officer

Order of Business

QUIZ

1. What is a form for Order of Business.

Ans. 1. Call to Order.
2. Reading and Approval of the Minutes.
3. Communications and their disposal.
4. Reports of Officers.
5. Reports of Boards and Standing Committees.
6. Reports of Special Committees.
7. Unfinished Business.
8. New Business.
9. Program.
10. Adjournment.

2. What is meant by Order of Business?

Ans. An outline of business which designates in what order business shall be brought before an assembly.

3. Is it necessary for a society to have an Order of Business?

Ans. It is customary, and every organization has the privilege of adopting its own Order of Business.

4. If an assembly adopts an Order of Business, must they follow it?

Ans. Yes; unless changed by general consent, or the rules are suspended for a specific purpose by the incidental motion to suspend the Rules, which requires a two-thirds vote.

5. Who should keep a memorandum of the Order of Business?

Ans. The Secretary should keep a list of all business that is to come before the meeting for the use of the presiding officer.

6. What is the presiding officer's duty in regard to business?

Ans. The Chair should keep her hand on the lever, and as soon as one thing is disposed of, should announce the next business in order, following her Order of Business, calling for reports in their order, and under Unfinished Business, the questions under that heading in their order, First, The business pending at last adjournment. Second, General Orders that were on the calendar and not disposed of at previous meeting. Third, Special Orders postponed to this meeting without specifying the hour; and finally, Business postponed to this meeting; then, New Business, always keeping control of the business in hand.

7. Is it in order to Table or Postpone reports of committees?
Ans. No; but as each report comes up, it may be tabled or postponed by a majority vote, in order to attend to any business which the assembly may consider more important.

8. If the assembly adopts a certain Parliamentary Manual as its authority (for instance Gleason's Parliamentary Digest) is it obliged to follow the Order of Business outlined in that Manual?
Ans. No: the Order of Business as outlined, and adopted by the assembly takes precedence over the adopted authority.

Method of Conducting a Meeting

QUIZ

1. How is a meeting called to order?
Ans. The presiding officer raps with her gavel, once, if it is a small assembly; and from three to seven times if necessary, if it is a large assemblage, and says—"The meeting will please come to order."

2. When the meeting is in order, how proceed?
Ans. The Chair directs the Secretary to read the minutes by saying, "The Secretary will read the minutes of the previous meeting."

3. Is it necessary for the Secretary to obtain the floor when she rises to read the minutes? (Roberts says not.)
Ans. Yes; the same as the chairman of a committee, when ready with her report, must first obtain the floor before giving her report.

4. When the minutes are read, how proceed?
Ans. The Chair asks, "Are there any corrections to the minutes?" If none are suggested the Chair says, "The minutes stand approved as read."

5. If corrections are suggested, how proceed?
Ans. The Chair directs the secretary to make the corrections.

6. If there is objection to the correction suggested, how proceed?
Ans. A motion must be made to amend the minutes, or the Chair may put the question on the amendment that has been suggested, and when settled the Chair asks, "Are there any further corrections?" If there is no response, the Chair says, "The minutes stand approved as corrected," waits a moment, then says, "They are approved." (Communications may be read and disposed of after the approval of the minutes if desired. Adhere strictly to your Order of Business.)

7. What is the next business after the approval of the minutes?

Ans. Communications and their disposal: then the Chair says, "We will now have the report of the Executive Board."

8. Who reads the report of the Board?

Ans. The Secretary reads the report, and the Chair may say, The question before the house is, The report of the Board. Are you ready for the question?

9. Is the report open to debate and amendment?

Ans. Yes; and a motion is usually made to adopt the resolutions or recommendations if any: if there are no resolutions or recommendations in the report, no action by the assembly is necessary; but a motion may be made to accept the report.

10. After the report of the Board has been disposed of, how proceed?

Ans. The Chair says: "The next Order of Business is the report of Standing Committees."

11. Should the Chair call for the report of each standing committee?

Ans. The Chair should have a list of the Committees, and should call upon each one for a report if she knows they have a report to make; if she is in doubt, she should say: "Have the standing committees any report to make?"

12. If a report is made, how proceed?

Ans. The report may be accepted by "general consent," or a motion may be made to "accept the report."

13. What is the Next Order of Business?

Ans. Reports of Special Committees; and the Chair says: "We will now have the report of the luncheon committee."

14. After the Special Committees reports have been disposed of, how proceed?

Ans. Take up the next Order of Business, which is "Unfinished Business."

15. How does the Chair determine if there is any unfinished business?

Ans. By asking the Secretary if there is any unfinished business.

16. How would the Secretary find out if there was any unfinished business?

Ans. By referring to her Minutes of the previous meeting.

17. What does "unfinished business" include?

Ans. Unfinished business includes all business taken up and not disposed of at the last meeting, and business postponed to this meeting, which includes General Orders which

were not disposed of at previous meeting, and Special Orders when only the day or meeting is specified.

18. When "unfinished business" is disposed of, how proceed?
Ans. The Chair asks: "Is there any New Business to come before us at this time?"

19. Under what order of business would Communications and Announcements appear if not in the Order of Business?
Ans. Under "new business," if there is no special ruling, as these generally introduce new business, and if any action is required it should be taken when the communication is read.

20. When new business is disposed of, how proceed?
Ans. The Chair announces the program, and when that is completed, the Chair asks: "Is there any further business to come before us before we adjourn, if not, a motion To Adjourn is in order."

21. Mrs. A. (obtaining the floor) — "I move that we Adjourn."

22. Mrs. B.—"I second the motion."
Chair—"It has been moved and seconded that we adjourn, all those in favor say 'aye'; all opposed so 'no'; the ayes have it, the motion is carried, and the meeting is adjourned."
(The method of conducting a meeting must conform to the Order of Business and needs of the society.)

MINUTES

QUIZ

1. What are the Minutes?
Ans. The record of the proceedings of a deliberative body is called the "Minutes," the "Record," or the "Journal."

2. Name five essential points of the Minutes.
Ans. 1st, The kind of meeting, i.e. regular, special, adjourned-special, or adjourned-regular.
2nd, The name of assembly.
3rd, The date and place.
4th, Presence of Chairman and Secretary or their substitutes.
5th, Whether the minutes of the previous meeting were approved or not.

3. What motions must be recorded?
Ans. All Main motions (except such as were withdrawn) and Points of order and Appeals whether sustained or lost, and all other motions that were not lost or withdrawn.

4. Is the name of the seconder of a motion recorded?
Ans. No; only the name of the mover of a motion, but not of

the seconder, unless the society has a By-Law or Standing Rule to that effect.

5. By whom should the minutes be signed?

Ans. When minutes are for publication they should be signed by both President and Secretary, otherwise by Secretary only.

6. If minutes are not approved at the next meeting, how proceed?

Ans. When they *are* approved the word "Approved" and the "date" should be recorded after the secretary's name.

7. Does the Secretary record what is *said* by the members?

Ans. No; she records what is *done* by the assembly.

8. When a vote is by ballot, what is recorded by the Secretary?

Ans. The number of votes on each side.

9. Should the proceedings of the Committee of the Whole be recorded?

Ans. No; but their report should be recorded.

10. Should a report with resolutions which have been adopted be recorded?

Ans. Yes; the resolutions should be entered on the minutes, and, if the report is of great importance, the assembly should order it to be entered on the minutes.

11. Where the meetings are held weekly, monthly, or quarterly, how often should the minutes be read?

Ans. At the opening of each day's meeting.

12. Where the meetings are held several days in succession, how often should the minutes be read?

Ans. At the opening of business each day.

13. If meetings are only held every six months or a year, when should the minutes be read?

Ans. The minutes that have not been read should be read and approved before final adjournment, or some committee should be authorized to correct and approve them. In this case they should be signed as usual and the word "Approved" added together with the date, and the signature of the chairman of the committee.

14. When the minutes are to be published should they contain anything different from the regular minutes?

Ans. Yes; in addition they should contain a list of speakers on each side of every question, with an abstract of all addresses. (Some conventions publish the proceedings in full.)

15. How should reports of committees be printed?

Ans. Exactly as submitted. The minutes show what action the assembly took in regard to them.

16. If the reading of the minutes is dispensed with, when may they be taken up?

Ans. At any time when nothing is pending, or at the next meeting before the reading of the last minutes.

17. How are the minutes amended?

Ans. Usually informally (that is without vote), the chair directing the correction to be made when suggested.

18. If objection is made to the correction, how proceed?

Ans. A formal vote is then necessary for the amendment.

19. How long a time may elapse before the minutes may be amended?

Ans. The minutes may be corrected at any itme, regardless of the time which has elapsed.

20. After the minutes have been adopted and it is too late to reconsider the vote, what vote is required to amend the minutes?

Ans. A two-thirds vote, unless previous notice of the amendment has been given, when only a majority is required.

21. Is it necessary to write the minutes in the record book before they are corrected?

Ans. The Secretary *may* take notes in a memorandum book, and, after they are approved, transfer them to the record book.

PRESIDING OFFICER

QUIZ

1. In organized assemblies, by what name is the presiding officer addressed?

Ans. The presiding officer is addressed by her official title as Madam President or Chairman, Worthy Matron, Moderator or Speaker; the Constitution of the Society should prescribe the title by which the presiding officer is to be called; the name President is in more general use.

2. How should the presiding officer speak of herself?

Ans. The presiding officer should never use the personal pronoun I; but speaks of herself during a meeting as "the Chair" and outside of the meeting as "President," or if the position is temporary as "Chairman."

3. What officer holds the position of the greatest responsibility?

Ans. The presiding officer, for upon her to a great degree, depends the order of the meetings, and the success of the society, more than upon any other member.

4. What are some of the Qualifications necessary for a good presiding officer?

1st. *Ability to preside with dignity and poise;* refraining from expressing opinions while in the chair.

2nd. *Executive ability,* and will power to enforce with zeal the execution of the laws of the organization.
3rd. *Parliamentary* knowledge, and power to enforce the use and practice of the same.
4th. *Courteous bearing;* remembering that in order to control others, first control self.
5th. *Absolute Impartiality;* for if the Chairman even has the appearance of being partisan, she is apt to lose control of members of opposite views.
6th. *Good Voice.*

Duties of a Presiding Officer

The President of an organization should have general supervision over all plans for extending, unifying and rendering efficient the work of the society, and a part of her duties are as follows:

Open the sessions at the appointed time.

Announce the business in order.

Assign the floor to members who are entitled to it.

State, and put to vote all motions regularly made, and announce the vote and the result of the vote.

Refuse to entertain frivolous or dilatory motions.

Assist in expediting business.

Enforce order.

Decide questions of order, unless she prefers to submit them to the assembly for decision.

Sign all acts, orders, etc., necessary to carry out the will of the society.

Declare the society adjourned to some other time and place in case of fire, or serious disturbance, when delay for a vote might be dangerous.

Rise, when putting a question to vote, and while announcing the result. She may remain seated while stating the question, but it is *best* to rise. Rise, when giving reasons for her decisions upon a Point of Order, or when speaking to an Appeal, without calling anyone to the Chair.

Remain seated and listen during debate, as the speaker must address remarks to the Chair.

Protect a speaker in her right to the floor. She must not take and announce a vote, while a member is rising to address the Chair, for in so doing the vote is "null and void," and the member who had risen to speak at the time the vote was being taken, must be recognized. She must not interrupt members while speaking, unless some rule of order or procedure is being violated.

She may vote, when voting is by ballot or by yeas and nays, and may vote in all other cases where the vote would change the result.

Permit the Vice-President, Secretary or the maker of motion to put a question to vote which refers to the President alone, or which praises or condemns her with others.

If the President wishes to vacate the Chair for any purpose, she may call the Vice-President to take the Chair, but if there is no Vice-President present, then the President may appoint a Chairman pro tem, until the President returns, or until the first adjournment, which puts an end to the appointment.

The President and Vice-President, knowing that they will be absent from a future meeting, cannot authorize another member to act in their place. The Secretary, or in her absence, some other member should call the meeting to order, and have a Chairman protem elected, who will hold office until the entrance of the President or Vice-President, unless by majority vote the society terminate her office by the election of another Chairman pro tem.

The President cannot appoint committees, except those authorized by the By-Laws, or by a vote of the society.

The President is not an ex-officio member of any committee, unless the By-Laws or rules so state.

The President should know Parliamentary Law; and be able to answer all Parliamentary inquiries pertinent to the pending question, and inform the assembly when necessary upon Points of Order or practice.

Additional duties of a President should be clearly defined in the By-Laws.

"The Chairman should use judgment. The Assembly may be such that a strict enforcement of the rules, instead of assisting, would greatly hinder business; but in large assemblies where there is much work to be done, and especially where there is liability to trouble, the only safe course is to observe a strict observance of the rules."

H. M. ROBERT.

Chapter IV

METHODS OF VOTING

VOTING

QUIZ

1. How many methods of voting are there?
Ans. There are nine methods of voting.

2. Name the nine methods.
Ans. 1. Ayes and noes; *viva voce* or by voice.
2. By Rising; used when Chair is in doubt as to result.
3. By Ballot; most used in election of officers; trial and reception of members.
4. General Consent or unanimous vote.
5. The Uplifted Hand; most used in small societies.
6. Division of Assembly; used when vote is doubted.
7. Yeas and Nays or Roll Call.
8. Voting by mail; used when membership is scattered.
9. Proxy Voting; used in corporations.

3. When may an undebatable question be put to vote?
Ans. After the question is stated, and as soon as the Chair is sure that no member wishes to make a motion of higher rank, she puts the question to vote immediately.

4. How may a debatable question be put to vote?
Ans. As soon as the question is stated by the Chair, the Chair inquires, "Are you ready for the question?" If no one rises to debate, or to offer a motion of higher rank, the Chair puts the question to vote, but if debate or motions are made, she waits until debate has ceased, then asks, "Are you ready for the question?" and if no one rises, she puts the question to vote, and announces the result.

5. What vote is required to carry all motions, except those that require a two-thirds vote or by a special ruling?
Ans. A majority vote.

6. What about a plurality vote?
Ans. A plurality vote never adopts a motion, nor elects to office, unless by a special rule previously adopted.

7. What is a maority vote?
Ans. A majority vote is more than half of the votes cast.

8. What is a Plurality vote?
Ans. Where there are three or more candidates, a plurality vote is a larger vote than any other candidate receives.

9. When the vote is a tie, where is the question?
Ans. The question is lost, unless the Chair casts a vote and makes it a majority.

10. Can the Chair vote to make it a tie in case of an Appeal?
Ans. Yes: she may, and thus sustain her own decision.

11. Can a member vote for herself?
Ans. Yes; but generally refrains from so doing, unless her vote would affect the result.

12. Has a member the right to change her vote?
Ans. Yes; up to the time the vote is finally announced; after that she may only change her vote if no one objects.

13. If objection is made, how proceed?
Ans. A motion may be made to grant permission, which is undebatable.

14. Is a member obliged to vote?
Ans. It is the duty of every member to vote, but she cannot be compelled to do so.

15. What is a two-thirds vote?
Ans. A two-thirds vote means two-thirds of the votes cast.

16. What is meant by two-thirds of the members?
Ans. Two-thirds of the entire membership, whether present or not.

17. What is the meaning of two-thirds of the membership present?
Ans. Two-thirds of the members present, whether voting or not.

AYES AND NOES

QUIZ

1. What method of voting is most used in deliberative bodies?
Ans. Ayes and Noes (viva voce or by voice.)

2. How is a viva voce vote taken?
Ans. All in favor of the question (stating it) say "aye"; all opposed say "no."

3. What method of voting is Congress required to use?
Ans. Vica voce vote.

4. If the Chair has taken a viva voce vote, and is in doubt as to the result, how proceed?
Ans. She takes the vote again by a rising vote, thus:
"All those in favor of the motion will rise; be seated. Those opposed will rise." If this does not satisfy the Chair she may take a rising vote again, and have them counted, either by herself or the Secretary, or it may be necessary in large assemblies to appoint tellers to count.

General Consent

QUIZ

5. When may voting upon a question be dispensed with?
Ans. When there is evidently no opposition to the proposed action, the formality of a vote may be dispensed with by General Consent, that is, by unanimous vote.
6. How may a vote be taken by General Consent?
Ans. By the Chair asking, "If there is no objection, we will do so and so," or by the Chair assuming that all are in favor of the proposed action and announcing the result.
7. If an objection be made at once, how proceed?
Ans. The Chair requires a motion and vote to be taken, even if she has announced the result.
8. What kind of business may be transacted by General Consent?
Ans. Generally routine business, such as approval of the minutes, and upon questions where there is evidently no opposition, the Chair may ask, "Is there any objection to (state what) and if no objection is offered, she may announce the result.

Uplifted Hand

QUIZ

9. How may a vote be taken by the uplifted hand?
Ans. All in favor of the motion will raise the right hand; all opposed signify by the same sign.
10. Where is the method of the uplifted hand most used?
Ans. In small assembles.

Yeas and Nays

QUIZ

11. When may a vote be taken by the yeas and nays?
Ans. When a Yea and Nay vote has been ordered by a majority vote of the assembly upon a question.
12. What is the form of the motion calling for a yea and nay vote?
Ans. I call for the yeas and nays upon the question (state question).
13. What is the object of voting by yeas and nays?
Ans. To place on record how each member voted.
14. How does the Chair put the question when the yeas and nays have been ordered upon a question?
Ans. As many as are in favor of the question (state question) will, as their names are called, answer "yea" or "yes,"

those opposed will answer "nay or no," if she does not wish to vote, answer "present."

15. Who calls the roll?
Ans. The Secretary or Clerk calls the roll, and keeps the answers in separate columns, thus: the yeas in one column, the nays in another column, and those answering present in a third column, and numbers the yeas and nays as they answer, for convenience in counting.

16. May debate be renewed after the Secretary begins the Roll Call?
Ans. No; not after one person has answered to Roll Call.

17. Why not?
Ans. Because the affirmative and negative are both put at the same time; therefore; the rule "Which allows debate after the affirmative has been put," does not apply in this case.

18. How does the member answer to Roll Call?
Ans. By rising and answering "yea or yes," if she wishes to vote in the affirmative, and "nay or no," if in the negative, and "present" if she does not wish to vote.

19. When Roll Call is finished, how proceed?
Ans. The Secretary reads the names of those who voted in the affirmative, then of those who voted in the negative, and last, of those who answered "present" in order that mistakes may be corrected; and then hands the report to the Chair.

20. Who announces the result?
Ans. The Chair announces the result.

21. Where is the method of voting by the "yeas and nays" most useful?
Ans. In assemblies where the members are responsible to a constituency; it is seldom used in ordinary societies, and cannot be ordered in committee of the whole.

Voting by Mail or by Proxy

QUIZ

22. Is there any method by which an absent member of an organization may vote?
Ans. Yes; by Proxy or by Mail.

23. What is meant by voting by Proxy?
Ans. A Proxy is a power of attorney given by one person to another person, giving her the power to vote in her stead.

24. In a strictly deliberative body is voting by Proxy or by Mail permitted?
Ans. No; in order to vote, the member must be present when the question is put to vote.

25. Why not vote by Proxy in a deliberative body?
Ans. Because it is in conflict with the equal rights of the members, and equality is an essential principle of deliberative bodies.

26. Where is Proxy and by Mail voting permitted?
Ans. In stock companies or corporations, and in societies where the membership is scattered far and wide.

27. Can these organizations always vote by Proxy or by Mail?
Ans. The provision allowing voting by Mail or by Proxy should be placed in the Constitution, or By-Laws, otherwise, unless the Charter or State Laws authorize absentee voting, no member can vote except in person.

Votes That Are Null and Void

QUIZ

1. Are motions that conflict with the Laws of nation or state or with the Constitution or By-Laws in order?
Ans. No; and even if such a motion is adopted by unanimous consent, it is null and void.

2. Is a rule that conflicts with a rule of higher order good authority?
Ans. No; thus: a By-Law providing for Suspension by General Consent of an article of the Constitution would be null and void.

3. When the rules require the vote to be taken by ballot, can this rule be suspended?
Ans. No; not even by unanimous vote, because no one can object without exposing her vote.

4. If the rules require the vote to be by ballot, is it in order to make a motion that the vote be made unanimous, when it was not?
Ans. No; unless it was voted on by ballot, otherwise the vote would not be secret.

5. How are mistakes in parliamentary practice rectified?
Ans. If the action taken does not conflict with the laws of the Nation, State or Constitution or By-Laws of the society; or does not injure anyone, the error is generally allowed to stand if it went through without objection; but if objection had been made at the time, it would be null and void if carried.

Majority Vote

QUIZ

1. What is a majority vote?

Ans. More than half the votes cast at a legal meeting, blanks not counted.

2. What is a Plurality vote?

Ans. In an election a candidate has a plurality when she has a larger vote than any other candidate; but in an assembly a plurality vote never elects, except by a special rule to that effect.

Two Thirds Vote

QUIZ

3. What is meant by a two thirds vote?

Ans. Two Thirds of the votes cast.

4. What motions require a two thirds vote?

Ans. Any motion that suspends or amends a rule of order previously adopted; or prevents introduction of a question for consideration; or closes or limits or extends the limits of debate; or limits nomination or voting; or closes nomination or the polls; or deprives one of membership or office.

Motions That Require a Two Thirds Vote

Previous Question.
Limit or Extend Limits of Debate.
Objection to Consideration.
Suspend the Rules.
Close Nominations.
Close the Polls.
Amend, Annul, Repeal or Rescind any part of the Constitution or By-Laws previously adopted; also requires previous notice.
Reconsider in Committee when a member of the majority is absent and has not been notified.
Depose from office; also previous notice.
Refuse to Take up Orders of the Day.
Discharge an Order of the Day before it is Pending.
Make a Special Order.
Take up a Question out of its Proper Order.
Amend or Rescind a Standing Rule, Program, or Order of Business or Resolution previously adopted, without previous notice.
Expel from Membership, also previous notice.
Extend the time appointed To Adjourn or Take a Recess.
Discharge a Committee without previous notice being given.

QUORUM

QUIZ

1. What is a Quorum?

Ans. A Quorum is such a number as must be present in order to transact business.

2. What is the Quorum of any assembly?

Ans. A Quorum is a majority of all members, unless the By-Laws provide for a smaller number.

3. Does Quorum refer to the number present, or the number voting?

Ans. To the number present.

4. How should an organization provide for a Quorum?

Ans. The By-Laws should provide for a Quorum as large as can be depended upon to be present at all meetings.

5. Can any business be transacted without a Quorum present?

Ans. Only the motions To Adjourn or Take a Recess or To Fix the Time and Place to Which to Adjourn are in order.

6. What is the Quorum of a body of delegates at a convention?

Ans. A Quorum is a majority of the number of delegates enrolled and present at the convention.

7. What is the Quorum at a mass meeting?

Ans. The number present at the time the meeting is called to order.

8. In a religious or other society where there are no dues, and membership is for life, and where it would be impossible to have a majority present at any meeting, what would eb the Quorum, if the By-Laws did not fix the Quorum?

Ans. The Quorum consists of those who attend the meeting, provided the meeting has been properly called.

9. Suppose there is no Quorum present at an annual meeting where election of officers and other important business must be transacted, how proceed?

Ans. The meeting should Fix the Time for an adjourned meeting, and then adjourn.

10. What is a Quorum in a Committee of the Whole?

Ans. The Quorum is the same as in the organization from which the Committee of the Whole was formed.

11. What is a Quorum in all other committees, Boards of Trustees, Managers, Directors, etc.?

Ans. A majority is a Quorum, unless otherwise stated in the By-Laws.

12. Suppose business was transacted without a quorum present, was the business legal?

Ans. No; the business was illegal, and if the club is not willing to ratify what was done, the minutes should be amended by striking out all that was done, except what relates to adjournment.

Chapter V

SUBSIDIARY MOTIONS

Subsidiary Motions

QUIZ

1. What are Subsidiary Motions?

Ans. Motions that are applied to other motions for the purpose of disposing of them in the best manner.

2. To what motions may they be applied?

Ans. They may be applied to Main motions and others, and when made, they are higher in rank than the Main motion, and must be decided before the Main motion can be acted upon; and by the use of the Subsidiary motions the Main motion may be Amended, Postponed, Committed or Laid on the Table. (See Chart for Ten Rules governing motions.)

3. Name the list of Subsidiary motions.

Ans. In the following list the Subsidiary motions are arranged in their Order of Precedence of Motions, the first one having the highest rank.

When one motion is the immediately pending question, every motion above it is in order, and every motion below it is out of order.

Table of Subsidiary Motions

Lay on the Table.
The Previous Question.
Limit or Extend Limits of Debate.
Postpone Definitely or to a Time Certain.
Commit or Refer or Recommit.
Amend.
Postpone Indefinitely.

4. What Subsidiary motions may be amended?

Ans. All, except Lay on the Table, Previous Question and Postpone Indefinitely.

5. What motions are debatable?

Ans. Postpone Definitely, To Commit, To Amend and Postpone Indefinitely.

6. To what motions may the motion, Limit or Extend Debate be applied?

Ans. To any debatable question.

7. Is the motion To Amend anything already adopted, as By-Laws or minutes, a Subsidiary motion?

Ans. No: it is a Main motion, and can have applied to it any Subsidiary motion, without affecting the By-Laws or minutes because the By-Laws or minutes are not pending.

R-U-S-D-A-M-V-R-O-A

Chart Upon Subsidiary Motion

POSTPONE INDEFINITELY

R.	U.	S.	D.	A.	M.	V.	R.	O.	A
Rank	Use	Second	Debatable	Amendable	Motions in order	Vote	Reconsider	Out	Applied
XII	To reject the Main motion	Yes	Yes, and opens Main question to debate.	No	Privileged, Incidental and higher Subsidiary.	Majority	Yes, an affirmative vote.	Yes	Previous Question, Limit or Extend Debate.

POSTPONE INDEFINITELY

QUIZ

1. What is the form of making the motion to Postpone Indefinitely?

Ans. "I move To Postpone the consideration of the question Indefinitely."

2. To what motions may the motion to Postpone Indefinitely be applied?

Ans. To nothing but Main motions, which includes Questions of Privilege and Orders of the Day when they are pending.

3. May the motion to Postpone Indefinitely be made after the Main question has been debated?

Ans. Yes; and it also opens the Main question to debate.

4. What is the effect of making the motion to Postpone Indefinitely.

Ans. It gives members the opportunity to speak again upon the Main question, and also gives opponents a chance to try to kill the question, without risking a direct vote upon it.

5. Do the friends or enemies of a question make the motion To Postpone Indefinitely?

Ans. Usually, the enemies of the question make the motion, when they are in doubt as to whether they are strong enough to defeat it.

6. What is the effect upon the Main motion if the motion to Postpone Indefinitely is carried?

Ans. The Main motion is lost for that session, unless the vote on the motion to Postpone Indefinitely is reconsidered.

7. What becomes of the motion to Postpone Indefinitely if it is pending when a question is referred to a committee?

Ans. The motion to Postpone Indefinitely is ignored, or lost.

8. If the motion to Postpone Indefinitely is lost may it be renewed?

Ans. No. It can not be renewed upon the same motion at the same meeting.

DRILL

Postpone Indefinitely

Mrs. A. (obtaining the floor)—"I move that each member pledge $5.00 for sunshine work in the club."

Mrs. B.—"I second the motion."

Chair—"It has been moved and seconded that each member pledge $5.00 for sunshine work in the club. Are you ready for the question?" (or "Are there any remarks?")

Mrs. F. (obtaining the floor)—"Unless every member was present to speak for himself, I do not think it would be right to make a pledge that would affect the entire membership."

Mrs. C. (obtaining the floor)—"I move to Postpone the consideration of the question Indefinitely."

Mrs. D.—"I second the motion."

Chair—"It has been moved and seconded to Postpone the consideration of the question Indefinitely. Are you ready for the question?" (Debate upon main question and postpone indefinitely are in order.) (If no one rises to speak the Chair puts the question to vote.)

"All those in favor of Postponing Indefinitely the consideration of the question, of each member pledging $5.00 for sunshine work in the club say 'aye'; those opposed say 'no.' The ayes have it, the motion to Postpone Indefinitely is carried, and the motion, That each member pledge five dollars for sunshine work in the Club, is Postponed Indefinitely."

R-U-S-D-A-M-V-R-O-A

Chart Upon Subsidiary Motion

TO AMEND

R.	U.	S.	D.	A.	M.	V	R.	O.	A.
Rank	Use	Second	Debatable	Amendable	Motions in order	Vote	Reconsider	Out	Applied
XI.	To change the motion.	Yes.	Yes, if motion to be amended is debatable.	Yes.	All except Postpone Indefinitely. and To Divide question.	Majority.	Yes.	Yes.	Previous Question, Limit or Extend Debate. and To Amend

To Amend

QUIZ

1. What are amendments?

Ans. Changes in a motion are called amendments.

2. When is an amendment in order?

Ans. An amendment is in order as soon as the motion or resolution is stated by the Chair.

3. How many amendments may be before the house at one time?

Ans. Two; but only one amendment to the Main motion; that amendment may be amended; and when the amendments are carried or lost, other amendments may be offered until the motion is perfected.

4. Is it necessary that the amendment be germane or relate to the subject to be amended?

Ans. Yes; for example—suppose the motion was pending—"That we send a letter to an absent member," and an amendment is offered, To Amend by adding, "That a committee be appointed to make arrangements for a war benefit"; such an amendment would be out of order, as it is not germane to the subject of the motion offered.

5. What is an amendment of the first degree?

Ans. An Amendment of the *first* degree is an amendment to the Main motion.

6. What is an amendment of the *second* degree?

Ans. An amendment to the amendment is called an amendment of the second degree.

7. Is there any third or fourth degree amendment?

Ans. No; there is not, but if a member wishes to further amend when there is an amendment of the first and second degrees pending, she may obtain the floor and say: "If the amendment to the amendment is lost, I will offer 'such and such' an amendment," stating it.

8. What are the different forms of amendments?

Ans. 1. To Insert or Add words.
2. To Strike Out words.
3. To Strike Out and Insert words.
4. To Substitute one paragraph or resolution for another. (Roberts gives but 3 forms.)

9. What vote is required to amend the Constitution or By-Laws previously adopted, if there is no rule for their amendment provided in the Constitution or By-Laws?

Ans. A two-thirds vote, with previous notice, or a majority vote of the entire membership, but an amendment of that amendment requires only a majority vote.

10. If the mover of a motion wishes to accept an amendment which has been offered by another member, how proceed?

Ans. Without obtaining the floor, she says: "Madam President, I accept the amendment" and if no objection is made The Chair announces the motion as amended, but if objection is offered, the Chair must state the amendment and have it voted upon.

11. If a pending question requires a two-thirds vote, what vote does an amendment of that question require?

Ans. A majority vote.

IMPROPER AMENDMENTS

12. Is it in order to move to "strike out words" in one place and "insert different words" in another place?

Ans. No: the words must be "inserted" in the same place where the words were "struck out."

13. If it is desired to strike out "separated words," or words in two different places, may it be done with one motion?

Ans. No; a separate motion is necessary for each set of words.

14. Is it in order to present in the form of an amendment, a question that the assembly has already decided?

Ans. No; it is not; "No motion or amendment is in order that involves exactly the same question as the one the assembly has already decided."

15. Is it in order to introduce an independent new question by an amendment?

Ans. No; it is not: "No motion on a subject different from the question under consideration shall be admitted under color of an amendment."

16. May an amendment be in conflict with the spirit of the original motion and still be in order?

Ans. Yes; a resolution of censure may be amended by striking out the word "censure" and inserting the word "thanks" or vice versa.

17. Is it in order to change one form of an amendment to another form?

Ans. No; it is not. Suppose the amendment to "strike out" a word is pending, and it is moved to amend by adding "and insert" a word. This motion would be out of order, as it changes one form of amendment to another.

18. Is it necessary for an amendment to an amendment to relate to the main motion and the amendment also?

Ans. Yes; it is.

19. Is it in order to strike out or insert words which would leave no proposition before the assembly, or one that is frivolous or absurd?

Ans. It is not; the Chair may rule all diliatory, absurd or frivolous motions out of order.

20. Is it in order to strike out the word "Resolved" from a resolution?

Ans. It is not, as it would change the form of the motion.

21. Is an amendment to something already adopted a Subsidiary motion?

Ans. No; such an amendment is a Main motion, and subject to amendments of the first and second degrees.

22. Is an amendment in order that makes the affirmative of the amended question equivalent to the negative of the original question?

Ans. It is not, for example:
Suppose the following motion was pending: "That the finance committee be instructed to buy a new piano." A motion to Amend by inserting "not" after "be" would be out of order, because if the amendment carried, it would make the affirmative vote of the amended motion equivalent to the negative vote of the original motion.

23. Is there any difference in the use of the words "adding" and "inserting" in amending a motion?

Ans. Yes: when the amendment comes *after* the last word of the Resolution, "adding" is used: when the amendment comes *between* words in the Resolution, "inserting" is used.

24. What motions may be amended?

Ans. All Original Main motions may be amended, all others may be amended except the motions that are contained in the following list:

MOTIONS THAT CANNOT BE AMENDED

To Adjourn (when privileged),
Call for the Orders of the Day,
To Lay on the Table,
The Previous Question,
Amendment to an Amendment,
Postpone Indefinitely,
A Nomination,
Take from the Table,
To Reconsider, Call up motion,
Filling Blanks,
Raise a Question of Privilege,
Take up a Question out of proper order,
Suspend the Rules,
Request of any kind,
Leave to withdraw a motion,
Objection to Consideration,
Call for Division of Assembly,
Leave to continue speaking after indecorum,
Raise a Question of Order or Privilege,
Parliamentary inquiry, or any other inquiry,
Reading Papers,
Appeals,
To Reconsider,

DRILL

To Insert or Add Words

Mrs. A. (obtaining the floor)—"I move that (here insert name of society) strive to win the Parliamentary honors."

Mrs. B.—"I second the motion."

President—"It has been moved and seconded, that our club strive to win the Parliamentary honors; are you ready for the question?" (or "Are there any remarks?")

Mrs. C. (obtaining the floor)—"I move to amend the motion by inserting the word 'State' before 'Parliamentary.'"

Mrs. D—"I second the motion."

President—"It has been moved and seconded to amend the motion by inserting the word 'State' before 'Parliamentary.' Are you ready for the question?" (or "Are there any remarks?")

"All those in favor of the amendment, which is, to insert the word 'State' before 'Parliamentary,' say 'aye'; all opposed say 'no.' The ayes have it and the amendment is carried."

"The motion as amended is—"That our Club strive to win the State Parliamentary honors.' Are you ready for the question?" (or "Are there any remarks?")

"All in favor of the motion as amended will say 'aye'; all opposed will say 'no'; the ayes have it; the motion is carried, and our Club will strive to win the State Parliamentary honors."

DRILL

To Strike Out

Mrs. A. (obtaining the floor)—"I move that our Club form a 'Political Parliamentary Section.'"

Mrs. B—"I second the motion."

President—"It has been moved and seconded, that our Club form a Political Parliamentary Section. Are you ready for the question?" (or "Are there any remarks?")

Mrs. C. (obtaining the floor)—"I move to amend the motion by striking out the word 'political' before 'parliamentary.'"

Mrs. D—"I second the motion."

President—"It has been moved and seconded to amend the motion by striking out the word 'political.' Are you ready for the question?" (or "Are there any remarks?")

"All in favor of the amendment which is, to strike out the word 'political,' say 'aye'; all opposed say 'no'; the ayes have it, and the amendment is carried."

"The motion as amended is—'That Our Club form a Parliamentary Section'; Are you ready for the question?" (or "Are there any remarks?")

"All in favor of the motion as amended say 'aye'; all opposed say 'no'; the ayes have it, the motion is carried; and our Club will form a Parliamentary Section."

DRILL

To Strike Out and Insert

Mrs. A. (obtaining the floor)—"I move that our Club strive to win the silver medal for Parliamentary efficiency."

Mrs. B.—"I second the motion."

President—"It has been moved and seconded that our Club strive to win the silver medal for Parliamentary efficiency; Are you ready for the question?" (or "Are there any remarks?")

Mrs. C. (obtaining the floor)—"I move to amend the motion by striking out 'silver,' and inserting 'gold' before 'medal.' "

Mrs. D.—" I second the motion."

President—"It has been moved and seconded to amend the tion by striking out 'silver,' and inserting 'gold' before 'medal.' Are you ready for the question?" (or "Are there any remarks?")

"All in favor of the amendment to strike out 'silver' and insert 'gold' before 'medal' say 'aye'; all opposed say 'no'; the ayes have it, and the amendment is carried.

"The motion as amended is: 'That our Club strive to win the gold medal for Parliamentary efficiency.' Are you ready for the question?" or ("Are there any remarks?" All in favor of the motion as amended say 'aye'; all opposed say 'no'; the ayes have it, the motion as amended is carried; and our Club will strive to win the gold medal for Parliamentary efficiency."

Amendment by Substition

QUIZ

1. Of what degree is the amendment, to substitute one paragraph for another?

Ans. An amendment of the first degree.

2. Would it be in order "to substitute one paragraph for another" when an amendment to the motion is pending?

Ans. No; it would not; for an amendment to a Main motion is an amendment of the first degree, so also a motion to substitute one paragraph for another is an amendment of the first degree, and two amendments of the first degree cannot be pending at one time.

3. After a paragraph has been "inserted," may it be amended?

Ans. Only by adding to it.

4. After a paragraph has been "struck out," may it be "inserted" again?

Ans. No; not unless it is so changed as to present practically a new question.

5. If a motion "to insert" or "strike out" a new paragraph is lost, may another motion to "insert" or "strike out" be made?

Ans. Yes; any motion may be made, except one that presents the same question that has already been decided. The house may be willing to insert some other paragraph, or that the paragraph retained be further amended, or even "struck out."

6. Is it correct to move to substitute one word, or part of a paragraph for another?

Ans. No; "to substitute" in parliamentary language, applies only to an *entire paragraph.*

7. After the motion is carried, "to substitute one paragraph for another," is the resolution adopted?

Ans. No; it has only been voted to amend by substituting one paragraph for another; and it is necessary to vote, to adopt the resolution as amended, by another vote.

8. Is it in order to move a substitute for an entire set of resolutions or report?

Ans. No; not until the sections have been considered; and the chair has announced that the entire paper or report is open for amendment, but a substitute may be moved for a pending section.

9. If a resolution with an amendment, and an amendment to an amendment was referred to a committee, could the committee recommend a substitute?

Ans. Yes; in which case the chair would first put to vote, the amendments that were pending when the resolution was referred to the committee, and when they were disposed of, state the question on the substitute motion as recommended by the committee, and proceed as in case of any substitute motion.

DRILL

AMENDMENT BY SUBSTITUTION

Mrs. A. (obtaining the floor)—"I move that our Club appoint a committee to investigate the methods of teaching Parliamentary Law; for the purpose of forming a Parliamentary Section in our Club."

Mrs. B.—"I second the motion."

President—States the motion and asks, "Are you ready for the question?" (or "Are there any remarks?")

Mrs. C. (obtaining the floor)—"I move to amend the motion by substituting the following: 'That our Club form a Parliamentary Section, and secure a reliable Parliamentary instructor.' "

Mrs. D.—"I second the motion."

President—"It has been moved and seconded to amend the motion by substituting—'That our Club form a Parliamentary Section, and secure a reliable Parliamentary instructor.' Are there any amendments to either paragraph? Are you ready for the question?" (or "Are there any remarks?")

"All in favor of amending by substituting—'That our Club form a Parliamentary Section, and secure a reliable Parliamentary instructor'—for the motion, 'That our Club appoint a committee to investigate the methods of teaching Parliamentary Law, for the purpose of forming a Parliamentary Section in our Club,' say 'aye'; all opposed say 'no,'; the ayes have it, and the substitute amendment is carried."

"The motion as amended is—'That our Club form a

Parliamentary section and secure a reliable Parliamentary instructor.' Are you ready for the motion as amended? All in favor say 'aye': all opposed, say 'no': the ayes have it, the motion is carried: and our Club will form a Parliamentary Section, and secure a reliable Parliamentary instructor."

DRILL

Amendment to an Amendment

Mrs. A. (obtaining the floor)—"I move that our Club strive to win the prize."

Mrs. B.—"I second the motion."

Chair—"It has been moved and seconded that our Club strive to win the prize. Are you ready for the question?" (or "Are there any remarks?")

Mrs. C. (obtaining the floor)—"I move to amend the motion by inserting the word 'Parliamentary' before 'prize.'

Mrs. D.—"I second the motion."

Chair—"It has been moved and seconded to amend the motion by inserting the word 'Parliamentary' before 'prize.' Are you ready for the question?" (or "Are there any remarks?")

Mrs. E. (obtaining the floor)—"I move to amend the amendment by inserting the word 'State' before 'Parliamentary.'"

Mrs. F.—"I second the motion."

Chair—"It has been moved and seconded to amend the amendment by inserting the word 'State' before 'Parliamentary.' Are you ready for the question?" (or "Are there any remarks?")

"All in favor of the amendment to the amendment which is, to insert the word 'State' before 'Parliamentary,' say 'aye'; all opposed say 'no'; the ayes have it, and the amendment to the amendment is carried.

"The question is on the adoption of the amendment as amended, which is to insert the words 'State Parliamentary' before 'prize.' Are you ready for the question?" (or "Are there any remarks?") All in favor say 'aye'; all opposed say 'no.' The ayes have it and the amendment as amended is carried."

"The question is on the adoption of the motion as amended, 'That our Club strive to win the State Parliamentary prize.' Are you ready for the question? (If there is much debate, or when debate is finished, the Chair would again repeat the question.) Are you ready for the question? 'That our Club strive to win the State Parliamentary prize.' All in favor say 'aye'; all opposed say 'no'; the ayes have it, the motion is carried, and our Club will strive to win the State Parliamentary prize."

FILLING BLANKS

QUIZ

1. How are blanks in a motion filled?

Ans. Any number of members may propose different names or numbers without a second to fill them.

2. Has filling blanks an advantage over amendments?

Ans. Yes; the first one named is voted on first, instead of last.

3. May any member propose more than one name or number for each place?

Ans. No; unless general consent is given.

4. Are these names or numbers treated as amendments one of another?

Ans. No; but as independent propositions to be voted upon successively, beginning with the first named.

5. How does the Chair proceed with the different names or numbers?

Ans. The Chair repeats the names as they are proposed, and takes a vote on each name, beginning with the first name proposed, until one receives a majority vote.

6. If the blank requires several names, and no more names are suggested than required, how proceed?

Ans. They may be voted upon as a whole, or inserted by general consent.

7. If more names than required are suggested, how proceed?

Ans. A vote is taken upon each name beginning with the first, until enough names have received a majority vote to fill the blank.

8. If the number of names is not specified, how proceed?

Ans. A vote is taken on each name or number suggested, until all that receive a majority vote are inserted.

9. If a blank is to be filled with a date or time which is put to vote first, the longest or shortest time, or the nearest or most distant date?

Ans. The longest time and the most distant date; unless it is evident to the Chair that the reverse order is necessary in order that the first vote taken is least likely to be adopted.

10. If a blank is to be filled with a number, which is put first, the largest or the smallest sum?

Ans. The largest sum is put to vote first, unless the reverse order is necessary; for instance, Suppose a committee were authorized to purchase a piano for a blank sum, the largest sum proposed to fill the blank is put to vote first, and so on down until a sum is reached that a majority is willing to pay for a piano; but, if a committee were authorized to sell the piano for a blank sum, then the

voting should begin with the smallest number named to fill the blank, until a sum was reached, for which a majority would be willing to sell the piano.

11. If a motion and an amendment of the first and second degrees are pending, can a "blank" be created?

Ans. Yes; the Chair may state, "If there is no objection, the motion will be treated as having a "blank" with amendments of the first and second degrees pending; but if there is obection, the Chair may put the question without waiting for a motion, or anyone may move, as an Incidental motion, to create a blank, in which case the Incidental motion is not debatable or amendable; and a motion may be made to fill the blank by ballot, or by any other method.

12. When should the blanks be fillled?

Ans. Usually, before voting on the resolution; but if the Previous Question is ordered before the blanks are filled, or for any other reason the blanks are not filled before voting upon the motion; then the blanks in the resolution should be filled before any other business, except privileged business is transacted.

13. How are nominations treated?

Ans. Nominations are treated the same as filling blanks; any number may be pending at the same time, to be voted on in the order in which they were made, until each one of the number required receives a majority vote.

R-U-S-D-A-M-V-R-O-A

Chart Upon Subsidiary Motion

TO COMMIT

R.	U.	S.	D.	A.	M.	V.	R.	O.	A.
Rank	Use	Second	Debatable	Amendable	Motions in order	Vote	Reconsider	Out	Applied
X	To have question carefully investigated	Yes	Yes, but only as to propriety of committing	Yes	All, except Postpone Indefinitely and Amend.	Majority	Yes, but not after the committee has taken up the subject.	Yes	Previous Question. Limit or Extend Debate and Amend.

To Commit

QUIZ

1. May the Subsidiary motions be committed?
Ans. No; except in connection with the Main motion.

2. Can the motion To Committ be Laid on the Table, or Postponed?
Ans. No; except in connection with the Main motion.

3. If amendments are pending when the question goes to the committee, what becomes of the amendments?
Ans. The amendments go to the committee with the Main motion.

4. What becomes of the motion to Postpone Indefinitely, if it is pending when the question goes to the committee?
Ans. It is lost.

5. When may instructions be given to a committee?
Ans. Any time, by majority vote, before the committee submits its report, even if it is at another session.

6. Is it necessary to appoint on a committee the person who makes the motion to refer?
Ans. It is not necessary, but it is courteous, if the member is especially informed on the subject.

7. If the appointing power did not name the chairman of the committee, who acts as chairman?
Ans. The first named on the committee, and in her absence the next named member becomes chairman, unless the committee elect a chairman by a majority vote.

8. Is any form of the motion To Commit, ever a Main motion?
Ans. Yes; when made upon a question not pending thus, "I move that a committee be appointed to investigate the plumbing in this building."

9. What are the forms of the motions To Committ or Refer, or Recommit?
Ans. (a) To Refer the question to a committee; (b) to Recommit the question; (c) That the question be referred to a committee of five to be appointed by the Chair, and that the committee report at next meeting; (d) That the question be referred to a committee with power to act; (e) That the assembly go into Committee of the Whole to consider the question; (f) That the question be considered, As-if-in-Committee-of-the-Whole; (g) That the question be considered Informally.

10. How are the details of the motion To Commit completed?
Ans. By Amendments, or the Chair may call for suggestions to complete the motion.

11. If the motion To Commit is adopted before the details are complete, when may the details (such as number of committee, how appointed, etc.) be finished?

Ans. The details are completed before any new business is taken up (except privileged subjects).

12. In completing the details of the motion, To Commit or Refer, what is the first question the Chair asks?

Ans. To what committee shall the question be referred? (and if a motion is made and carried to refer it to a certain committee, the question goes to that committee).

13. If different committees are suggested how are they treated?

Ans. They are not treated as amendments, but are voted on in the following order, until one receives a majority vote:

Committee of the Whole,
As-if-in-Committee-of-the-Whole.
Informal Consideration.
Recommit,
Standing Committees, in order proposed.
Special Committees.

If it is not a Special Committee, the Chair puts the question on referring the question to the committee named, and if the motion carries, the question goes to that committee.

14. If it is a Special Committee, how does the Chair proceed?

Ans. The Chair asks "How shall this committee be appointed?"

15. *If different methods are suggested, how are they voted upon?

Ans. In the following order: 1, Ballot; 2, Nominations from the floor; 3, Nominations by the Chair; 4, Appointment by the Chair.

16. If nominations are from the floor, can any one nominate all members of the committee?

Ans. No member has the right to nominate more than one name, unless general consent is given.

17. If no more than the required number is nominated, how does the Chair proceed?

Ans. The Chair puts the question on the members named constituting the committee.

18. How does the Chair proceed if there are more than the re-required number of names?

Ans. She puts the question on each name in succession, until enough names receive a majority vote to fill the committee.

19. If the committee is nominated by the Chair, how proceed?

Ans. The Chair states the question thus, "Shall these members constitute the committee?" and if no objection is made, the committee stands, but if objection is raised, and a

*Calling, "By the Chair" or "From the Floor" are not motions, and the Chair should insist upon a motion regularly made.

motion is carried "to strike out" certain names, then the Chair replaces them with other names.

20. If the Chair appoints the committee, when must she announce the names of the committee?

Ans. The names of the committee must be announced to the assembly before the committee can act, unless the Chair was authorized by the assembly to appoint the committee after adjournment.

21. What is included in power to appoint a committee?

Ans. The power includes not only power to appoint a committee, but the power to appoint its chairman, and fill any vacancies that may arise on the committee. [See committees, page 113.]

RECOMMIT

QUIZ

22. What is understood by the motion, To Recommit?

Ans. To sit again; whenever the house is not satisfied with the report of the committee, and wishes the committee to sit again to further consider the question, the motion is made "To Recommit the question," and if carried, revives the committee, and the question goes back to the same committee.

23. What rules govern the motion, To Recommit?

Ans. The same rules that govern the motion, To Commit.

R-U-S-D-A-M-V-R-O-A

Chart Upon Subsidiary Motion

POSTPONE DEFINITELY

R.	U.	S.	D.	A.	M	V.	R	O.	A.
Rank	Use	Second	Debatable	Amendable	Motions in order	Vote	Reconsider	Out	Applied
IX.	To defer action until a certain time.	Yes.	Yes, as to propriety of postponing.	Yes, as to time. and making a Special Order	Privileged, Incidental and higher Subsidiary.	Majority.	Yes.	Yes	Previous Question, Limit or Extend Debate. Amend

POSTPONE DEFINITELY

QUIZ

1. Can the motion to Postpone Definitely be laid on the table?

Ans. It cannot be Laid on the Table alone, but if pending, and the Main motion is Laid on the Table, it carries with it the motion To Postpone Definitely.

2. When it is moved To Postpone Definitely and make a question a Special Order, what vote is required?

Ans. It requires a two-thirds vote.

3. How long may a question be Postponed?

Ans. The limit must fall within this or that next session, in ordinary societies.

4. Is the motion to Postpone Definitely in order when it has the effect of an Indefinite Postponement?

Ans. It is not, for instance, To Postpone until next meeting a motion, "to accept an invitation for tonight," is out of order, as it has the effect of an Indefinite Postponement.

5. When a question has been Postponed to a Certain Time, can it be taken up before that time?

Ans. It cannot, unless the vote is Reconsidered; or the Rules are Suspended for that purpose, which requires a two-thirds vote.

6. Is it in order to Postpone a class of business, such as Reports of Committees, Orders of the Day or Unfinished Business?

Ans. It is not, but as each report is announced or called for, or order of business brought up, it may be postponed.

7. If the By-Laws state a date for election of officers, may the election be postponed?

Ans. No; not before the specified meeting, but when the meeting arrives, the assembly may postpone it to an adjourned meeting.

8. What is the form of the motion to Postpone to a Certain Time?

Ans. There are a number of forms—the form of the motion depends upon the object sought, as follows:

9. If the object of the motion is simply to Postpone the Question to the next meeting, what is the form?

Ans. "I move that the question be postponed to the next meeting," when it takes precedence of new business and becomes a General Order for that meeting; and if it is not then disposed of, it becomes Unfinished Business at the next meeting.

10. If the object is to specify an hour when the question will be taken up, as soon as pending business is disposed of, what is the form?

Ans. "I move that the question be postponed to 11 A.M."

11. If it is desired To Postpone the question until after a certain event, what is the form?

Ans. "I move To Postpone the question until after Mrs. B.'s address."

12. If the object is to insure the question so that it will not be crowded out by other matters, what is the form?

Ans. "I move that the question be postponed, and made a Special Order for ten o'clock tomorrow morning." This motion requires a two-thirds vote as it Suspends the Rules.

13. If it is desired to postpone a question to an adjourned meeting, for the purpose of discussing the question, what is the form?

Ans. "I move that the question be postponed, and made a Special Order at the adjourned meeting to-morrow morning," or the question may be postponed and made the Special Order for the next regular meeting.

14. What is the effect of postponing a question?

Ans. To make it an Order of the Day for the time to which it was postponed, and if it is not then disposed of, it becomes Unfinished Business.

15. If a question is postponed to a certain hour or day, does it make that question a "Special Order"?

Ans. No, not unless the motion states that it be made a Special Order.

16. May the motion To Postpone Definitely be Amended?

Ans. Yes; as to time; also, by making the postponed question a Special Order. (See Orders of the Day.)

Chart Upon Subsidiary Motion

LIMIT OR EXTEND LIMITS OF DEBATE

R.	U.	S.	D.	A.	M.	V	R.	O.	A.
Rank	Use	Second	Debatable	Amendable	Motions in order	Vote	Reconsider	Out	Applied
VIII.	To regulate the length of debate.	Yes.	No.	Yes.	Privileged, Incidental, Table and Previous Question.	2/3	Yes.	Yes.	Amend.

Limit or Extend Limits of Debate
QUIZ

1. Motions or orders to Limit or Extend the Limits of Debate apply to what motions?

Ans. They may be applied to any debatable motion, or series of motions, but if not specified to the contrary, they apply only to the immediately pending question.

2. If it is voted to "Limit the Debate" on a certain question, to what does the order apply?

Ans. It applies to the Main motion, and to all Incidental and Subsidiary motions, and the motion To Reconsider afterwards made, as long as the order is in force.

3. If the motion "To Extend Limits of Debate" is made without qualification, to what does it apply?

Ans. It applies only to the immediately pending question.

4. When may these motions be made?

Ans. They may be made only when the immediately pending question is debatable.

5. How long is an order modifying the Limits of Debate in force?

Ans. It is in force only during the session at which it was adopted; if the question goes over to next session, it is divested of this order, and is open to debate.

6. What are the forms of this motion?

Ans. 1st. To Fix the time for closing debate and putting the question, the form is:

"I move that debate close, and the question be put to vote at 3 P.M."

2nd. To limit the length of debate, the form is:

"I move that debate on the pending question be limited to ten minutes."

3rd To reduce or increase the number and length of speeches, the form is:

"I move that debate on the pending question and its amendments be limited to one speech of five minutes from each member."

4th. To increase the length of time allowed a speech, the form is:

"I move that Mrs. A's time be extended fiive minutes."

7. When one of these motions is pending, may another be made?

Ans. Yes; if it does not conflict with the one pending, another may be moved as an amendment.

Q. Is the motion To Limit Debate ever a Main Motion?

Ans. Yes; if it is desired to limit debate for the entire session of a convention, it is a Main motion as there is no Main motion pending when it is made.

8. After one of these motions has been adopted, it is in order to move another one?

Ans. Yes; provided it does not conflict with the one in force.

9. May the motion to Limit or Extend Debate be Reconsidered when partly executed?

Ans. Yes; and if lost, it may be renewed after enough debate has been intervened to make it a new question.

10. After an order has been adopted "closing debate as a certain hour," can the motions To Commit and To Postpone be made?

Ans. They cannot, unless the vote adopting the order is Reconsidered, but the question may be Laid on the Table.

11. If a question is not taken from the table until after the hour appointed for closing the debate and taking the vote, may it be amended or debated?

Ans. No; the Chair should put the question to vote immediately.

12. If an order is adopted "to limit the number or length of the speeches, or extend these limits," is it in order to move any of the Subsidiary motions on the pending question?

Ans. Yes; the Subsidiary motions would be in order after the order Limiting or Extending Debate was adopted.

DRILL

LIMIT OR EXTEND DEBATE

Mrs. A. (obtaining the floor)—"I move that this Club advocate the floating of the American Flag over every housetop in the United States."

Mrs. B.—"I second the motion."

Chair—"It has been moved and seconded that this Club advocate the floating of the American flag over every housetop in the United States. Are you ready for the question?" (or "Are there any remarks?")

Mrs. C—"I move that debate on the question be limited to one speech of three minutes for each member."

Mrs. D.—"I second the motion."

Chair—"It has been moved and seconded to Limit Debate to one speech of three minutes for each member" (not debatable).

Mrs. E.—"I move To Amend by striking out 'three' and inserting 'one.'"

Mrs. F.—"I second the motion."

Chair—"It has been moved and seconded To Amend by striking out 'three' and inserting 'one.' (Undebatable, see page 158.) All in favor of amending by striking out 'three' and insert-

ing 'one' say 'aye'; all opposed say 'no'; the ayes have it, the amendment is carried, and the question before the house is, that Debate be Limited to one speech of one minute from each member" (not debatable).

Mrs. G.—"I move to amend the motion by adding, 'and that Debate Close, and the question be put at 3 o'clock.' "

Mrs. H.—"I second the motion."

Chair—"It has been moved and seconded to amend by adding, 'that Debate Close and the question be put at 3 o'clock.' (Not debatable.) (Amendments require only a majority vote; page 44.) All in favor say 'aye'; all opposed say 'no'; the ayes have it, the amendment is carried.

"The question as amended is, 'That Debate be Limited to one speech of one minute from each member, and that Debate Close, and the question be put at 3 o'clock' (not debatable). All in favor of the motion will rise; be seated. All opposed will rise. There being a two-thirds vote in the affirmative the motion is carried."

"The question before the house is—'That this Club advocate the floating of the American flag over every housetop in the United States. Debate is Limited to one speech of one minute from each member, and Debate will Close and the question be put at three o'clock.' Are you ready for the question? (At three o'clock the Chair states the question thus,) The question before the house is, that this Club advocate the floating of the American flag over every housetop in the United States. All in favor say 'aye'; all opposed say 'no'; the ayes have it, the motion is carried, and this Club will advocate floating the American flag over every housetop in the United States."

[For brevity the method of obtaining the floor is omitted; reader please supply.]

R-U-S-D-A-M-V-R-O-A

Chart Upon Subsidiary Motion

PREVIOUS QUESTION

R.	U	S.	D.	A.	M.	V.	R.	O.	A.
Rank	Use	Second	Debatable	Amendable	Motions in order	Vote	Reconsider	Out	Applied
VII.	To stop debate and proceed to vote.	Yes.	No.	No.	Privileged, Incidental To Table.	2/3	Yes, before vote is taken under it.	Yes.	Not any.

PREVIOUS QUESTION

QUIZ

1. What is the form of this motion?

Ans. "I move (or demand, or call for) the Previous Question on—(here name the motion or motions on which it is desired that the order apply.)

2. What is the form of putting the question to vote?

Ans. "The Previous Question is moved on—(here name the motions). As many as are in favor of ordering the previous question on—(here repeat the motions) will rise. Be seated. As many as are opposed will rise; be seated. There being two-thirds in favor of the motion, the affirmative has it and the "Previous Question" is ordered on—(repeat the motion or motions upon which it is ordered)."

"The question now is on—(state the immediately pending question). As many as are in favor of—(state the questions. Put it to vote.)"

3. Suppose the previous question is lost, what does the Chair say?

Ans. "There not being two-thirds in favor of the motion, the negative has it, and the motion is lost."

[The Chair then states the Question before the house, which is again open to debate and amendment, the same as if the Previous Question had not been moved.]

4. What is the effect of ordering the Previous Question?

Ans. To close debate immediately, to prevent the moving of amendments, or any other subsidiary motions, except, To Lay on the Table, and to bring the assembly at once to a vote on the immediately pending question, and such other questions as were named in the motion.

5. To what motions may be the "Previous Question" be applied?

Ans. To any debatable motion or motions, and, if unqualified, it applies only to the immediately pending question.

6. If the Previous Question is ordered, is it in order to move "To Lay on the Table?"

Ans. Yes; and the questions that have not been voted on may be laid on the table, up to the time of taking the last vote under the Previous Question.

7. Can an Appeal be made after the Previous Question is ordered?

Ans. Yes; an Appeal may be made, but it is undebatable.

8. Can the Previous Question be renewed, if lost?

Ans. It can after sufficient progress in debate has been made so as to make it a new question.

9. When the Previous Question is unqualified, how many votes may be taken under it?

Ans. One vote; its effect terminates as soon as the vote is taken on the *immediately pending* question.

10. If the Previous Question is ordered on a number of consecutive pending questions, what is the result?

Ans. The Previous Question is not exhausted until all the questions upon which it was ordered have been voted upon, unless the effect of those that have been voted upon has been to Commit the Main question, or to postpone it Definitely or Indefinitely.

11. Suppose questions are Laid on the Table after the Previous Question is ordered, does that exhaust the Previous Question?

Ans. No; if they are taken from the table during the same session they are still under the Previous Question, and can not be Debated or Amended, or have any other Subsidiary motion applied to them.

12. How long does the Previous Question hold?

Ans. It is exhausted at the close of the session.

DRILL

Previous Question

Mrs. A. (obtaining the floor)—"I move that our Club work to secure a law whereby, every voter must have certain educational qualifications."

Mrs. B.—"I second the motion."

President—"It has been moved and seconded That our Club work to secure a law whereby, every voter must have certain educational qualifications. Are you ready for the question?" (or "Are there any remarks?")

Mrs. C.—"I move the Previous Question."

Mrs. D.—"I second the motion."

President—"The Previous Question has been moved on (state the question). As many as are in favor of ordering the Previous Question upon the question of requiring educational qualifications for voters will rise; be seated. All opposed will rise."

"There being two-thirds in favor of the Previous Question, the affirmative has it, and the Previous Question is ordered upon the question,—That our Club work to secure a law whereby every voter must have certain educational qualifications."

"The question before the house is, 'That our Club work to secure a law whereby, every voter must have certain educational qualifications.' All in favor of the motion say 'aye'; all opposed say 'no'; the ayes have it and the motion is carried,—'That our Club work to secure a law whereby every voter must have certain educational qualifications.' "

R-U-S-D-A-M-V-R-O-A

Chart Upon Subsidiary Motion

LAY ON THE TABLE

R.	U.	S.	D.	A.	M.	V.	R.	O.	A.
Rank	Use	Second	Debatable	Amendable	Motions in order	Vote	Reconsider	Out	Applied
VI.	To lay aside pending question temporarily.	Yes.	No.	No.	Privileged and motions incidental to it.	Majority.	No.	Yes.	Not any.

LAY ON THE TABLE

QUIZ

1. What is the form of the motion To Table?

Ans. "I move to lay the question on the table," or, "I move that the question be laid on the table."

2. What is the effect of the motion To Table?

Ans. To suspend consideration of the question, until such time as the assembly may wish to again take it up for consideration.

3. To what may the motion To Table be applied?

Ans. It may be applied to any Main motion; to any "Question of Privilege" or "Order of the Day," when pending; to "An Appeal" that does not adhere to the Main motion; to the motion to "Reconsider" when immediately pending, in which case the question to be reconsidered goes to the table also.

4. Can a motion that has other motions adhering to it be laid on the table alone?

Ans. It can not: if laid on the table it carries with it everything adhering to it.

5. What becomes of a question that is not taken from the table?

Ans. It is lost. (See, Take from the Table, page 103.)

6. When a question is taken from the table is it in the same condition as when it went to the table?

Ans. Yes: as far as practicable, except it not taken up until the next session, the effect of the Previous Question is exhausted.

7. If a motion to Lay on the Table is lost, or if a question laid on the table has been taken from the table, is it in order to law it on the table again the same day?

Ans. Yes. The motion "To Table" may be renewed as soon as there has been material progress in debate or business, or even before, if anything happens of such an urgent nature as to require immediate attention.

8. What would be called progress in debate or business?

Ans. Motions relating to adjournment or recess made and lost, do not justify renewal, but the motion To Table might be renewed, after a vote on an Amendment, or a vote on the motion to Commit, if lost.

9. Is it in order to make a motion upon a subject that is on the table?

Ans. It is not: "No motion on the same subject is in order that would in any way affect the question that is on the table."

10. How long may questions remain on the table before it would be out of order to take them from the table?

Ans. Questions may remain on the table until close of next session, if not taken up earlier.

11. If the Previous Question is ordered upon a series of consecutive questions, and a part of the questions have been voted upon, is it in order to lay the remaining questions on the table?

Ans. Yes:—Thus: If a motion with amendments, and the motion To Commit were pending, and the Previous Question was ordered on the series, and the vote on the motion To Commit was lost, it would then be in order To Table the motion, which carries with it the Amendments.

12. Can an Amendment be made to resolutions or standing rules already adopted?

Ans. Yes: to Amend is then a Main motion, subject to amendment, but like the motion to Rescind, (which is one form of the Main motion to amend) it requires a two-

thirds vote without notice, a majority with notice; or a majority of the membership; and if laid on the table it does not carry with it the thing proposed to amend.

13. If a Main motion is laid on the table when Objection to Consideration is pending, what becomes of Objection to Consideration?

Ans. It goes to the table with the Main motion and when the motion is taken from the table, Objection to Consideration is the first motion to be put to vote.

DRILL

LAY ON THE TABLE

Madam President—Mrs. A., "I move that our Club form a Parliamentary class."

Mrs. B.—"I second the motion."

Chair—"It has been moved and seconded, 'That our Club form a Parliamentary Class,' Are you ready for the question?"

Mrs. C. (obtaining the floor)—"I move To Lay the Question on the Table."

Mrs. D.—"I second the motion."

Chair—"It has been moved and seconded, 'To lay the question of forming a Parliamentary Class, on the table.' All in favor say 'aye'; all opposed say 'no'; the noes have it, the motion is lost, and the question will not go to the table.

"The question now is,—'That our Club form a Parliamentary class.' Are you ready for the question? (or "Are there any remarks?") All in favor say 'aye'; all opposed say 'no'; the ayes have it, and the motion is carried—'That our Club form a Parliamentary class.'"

"Only by adherence to proper forms can the weaker party be protected from those irregularities and abuses which these forms were intended to check, and which the wantonness of power is but too apt to suggest to large and successful majorities."

THOMAS JEFFERSON.

Chapter VI

PRIVILEGED MOTIONS

Table of Privileged Motions

To Fix the Time to which to Adjourn
To Adjourn
To Take a Recess
To Raise a Question of Privilege
To Call for the Orders of the Day

QUIZ

1. What are privileged motions?

Ans. Privileged motions are such that take precedence over all other questions, and must be considered before any other motion, and, on account of their high privilege, they are undebatable.

2. Which is the highest in rank?

Ans. To Fix the Time to which to Adjourn is the highest in rank, and To Call for the Orders of the Day is the lowest.

3. How many privileged motions can be pending at one time?

Ans. All of them, provided they are offered in their proper order.

4. Are these motions always privileged?

Ans. No; they are sometimes treated as Main motions.

5. When is the Orders of the Day a Main motion?

Ans. After the order is announced and the question is actually pending, it is treated as a Main motion.

6. When is a Question of Privilege a Main motion?

Ans. If a motion has been made upon the Question or Privilege, and stated by the Chair, it becomes the immediately pending question and is treated as any Main motion.

7. When is the motion To Take a Recess not privileged?

Ans. If made when no business is pending, or if made to take a recess at a future time, and is then treated as any Main motion.

8. When is the motion To Adjourn not privileged?

Ans. If qualified, or, if, when adopted, it would dissolve the assembly permanently. In organized societies holding several regular meetings during the year, it is always privileged, unless qualified.

9. When is the motion To Fix the Time to which to Adjourn not privileged?

Ans. It is treated as a Main motion if made when no question is pending, or if made when the assembly has provided for a meeting on the same, or the next day.

10. What is the distinction between Privileged Questions or Motions and Questions of Privilege?

Ans. Privileged Questions include Call for Orders of the Day, Questions of Privilege and the motions relating to Adjournment and Recess.

Questions of Privilege relate to the rights and privileges of the assembly.

R-U-S-D-A-M-V-R-O-A.

Chart Upon Privileged Motion

CALL FOR THE ORDERS OF THE DAY

R.	U	S.	D	A.	M.	V.	R.	O.	A.
Rank	Use	Second	Debatable	Amendable	Motions in order	Vote	Reconsider	Out	Applied
V	A call that assembly take up Order of Business	No.	No.	No.	Motions for Adjournment and Recess; Questions of Privilege.	Majority.	No.	No.	Not any.

ORDERS OF THE DAY

QUIZ

1. What is meant by "Orders of the Day?"

Ans. When one or more subjects have been assigned to a certain day or hour for consideration they become the "Orders of the Day" for that day or hour (which means that they have been Postponed to, or made Special Orders for that day or hour, or that they have been adopted as a Program or Order of Business.)

2. What is the form of the motion?

Ans. "I call for the Orders of the Day."

3. How should the Chair state such a motion?

Ans. "Shall the Orders of the Day be taken up," or "As many as will proceed to the Orders of the Day, say 'aye'; opposed say 'no.' "

4. What vote is required to refuse to take up the Orders of the Day?

Ans. A two-thirds vote in the negative, and if the assembly refuse to take up the Orders of the Day they cannot be called again until the pending business is disposed of.

5. Will a Call for the Orders of the Day take the floor from a member?

Ans. Yes; when business is being varied from, even when another has the floor and has made a Main motion, provided the Chair has not stated the question; but a call cannot interrupt a pending question.

6. If the Orders of the Day are announced or called for, can the time be extended for considering the pending question?

Ans. Yes; by a two-thirds vote.

7. How may the Orders of the Day be called?

Ans. By any member, and if no one objects they are taken up at once upon the arrival of the hour; but if an objection is made, the Chair should say "Will the assembly proceed to the Orders of the Day?"

8. To what do the Orders of the Day yield?

Ans. When the hour arrives for the Orders of the Day, they take precedence of everything except To Fix the Time to which to Adjourn, To Adjourn, To Take a Recess, Questions of Privilege, and To Reconsider or call up a motion to Reconsider.

9. When the Order of the Day has been announced, and the question is pending, how is it treated?

Ans. The same as any Main motion, and may be debated, amended or have any other Subsidiary motion applied to it.

10. May the Call for the Orders of the Day be Laid on the Table, or Postponed as a whole?

Ans. No; they cannot, but when the Order has been actually taken up it may be tabled, postponed or committed, so that the question previously pending may be resumed.

11. How may a question be taken up out of its proper order?

Ans. By Suspending the Rules, which requires a two-thirds vote.

12. When the invited speaker exceeds her time, is it in order to call for the Orders of the Day?

Ans. It is extremely discourteous; the chair should have an understanding with speaker as to her allotted time. This

may be done by the Chair tapping with her pencil one or more minutes before time expires, or, by the Chair rising to attract the attention of the speaker, and if she still continues, the Chair should say,—"Time has expired, etc."

13. When may a call for the Orders of the Day be made?
Ans. At any time when no other Privileged motion is pending, and the Order of Business is being varied from, and only then.

14. Can the Orders of the Day be called for when another question is pending?
Ans. No; not unless there are "Special Orders" made for that time, or earlier.

15. How may a question be taken up out of its proper order?
Ans. Suspend the rules which interfere with the taking up of the resolution, which requires a two-thirds vote, and if carried the resolution becomes a part of the Orders of the Day.

16. Is it necessary to obtain the floor to call for the Orders of the Day?
Ans. No.

Orders of the Day

QUIZ

1. How are Orders of the Day sub-divided?
Ans. They are divided into General and Special Orders.

2. Which is the higher in rank, General or Special Orders?
Ans. Special Orders.

General Orders

3. What is a General Order?
Ans. A General Order is made by simply postponing a question to a certain day or hour, or to the close of a certain event.

4. When the time comes for taking up the General Orders, over what do they take precedence?
Ans. When no question is pending, they have preference over all other questions except Special Orders and reconsideration.

5. How may a General Order be considered before the appointed time?

Ans. By a reconsideration, or a two-thirds vote.

6. When questions are postponed to a meeting without making them a Special order, under what head are they taken up?

Ans. Under Orders of the Day, if they have such an order, if not they come up under Unfinished Business.

7. What constitutes the General Orders?

Ans. An Order of Business that specifies the order in which, but not the time when, the business shall be transacted, together with the postponed business constitutes the General Orders.

8. How may the General Orders be set aside?

Ans. By general consent or by a two-thirds vote.

9. Suppose the business is not disposed of before adjournment, where does it rank at the next meeting?

Ans. It is treated as Unfinished Business.

10. When a number of General Orders are postponed to a meeting, how do they rank?

Ans. In the order of the time to which they were postponed, regardless of when the General Order was made.

11. If several are postponed for the same time, how proceed?

Ans. They are taken up in the order in which they were made.

SPECIAL ORDERS

12. How is a pending question made a Special Order?

Ans. By postponing it and making it a Special Order for a certain time. [See Postpone Definitely, page 55.] (Requires two-thirds vote.)

13. If a motion is made to make a question a Special Order when the question was not pending, is it debatable?

Ans. Yes; it is then treated as a Main motion.

14. What is the form of making a question a Special Order?

Ans. "I move that the following resolution be postponed and made a Special Order for—" (state time) or "I offer the following resolution and move that it be made the Special Order for the next meeting," or "Resolved, That the revision of the constitution be made the Special Order for Thursday A. M. at 10 o'clock." (Main motion requires two-thirds vote.)

15. Is there any other way of making Special Orders?

Ans. By adopting a program or Order of Business in which the hour is specified for taking up each topic.

16. Are programs adopted?

Ans. Yes; it is customary to adopt a program or Order of Business in conventions in session for several days.

17. How may a program be changed after being adopted?

Ans. By a two-thirds vote.

18. When the hour arrives that a certain topic on the Order of Business is due, what is the duty of the Chair?

Ans. The Chair puts to vote any question pending (which may be tabled, postponed to a certain time or referred to a committee, but without debate) and then announces the topic of the hour.

19. Could the time of the pending question be extended?

Ans. Yes; by a two-thirds vote without debate, but it is undesirable as it is unfair to the next speaker.

20. What is the rank of a Special Order?

Ans. When the time arrives to take up a Special Order it takes precedence of everything, except motions relating to adjournment or recess, Questions of Privilege or Special Orders made before it was made.

21. How are a series of Special Orders made by a single vote treated?

Ans. The same as a program.

22. When Special Orders that have been made at different times conflict, how proceed?
(No Special Order, made later, can interfere with one previously made.)

Ans. The one that was made first, takes precedence of all Special Orders that were made afterwards, though the latter were made for an earlier hour.

23. If it is desired to change the hour for considering conflicting Special Orders, what can be done?

Ans. By reconsidering the vote making the first Special Order, the orders can be arranged in the order desired.

24. Suppose a Special Order is pending at a time set for adjournment or recess, what can be done?

Ans. When the hour arrives the Chair announces that it is time for recess or adournment, and any one may move To Postpone the time for adjournment, or extend the time for considering the question. These motions are undebatable and require a two-thirds vote.

25. If subjects are made Special Orders for certain meetings without specifying the hour, where do they rank?

Ans. If the organization has an Order of Business that provides for Orders of the Day they come up under that head, if not, they come under Unfinished Business just before new business. If there is no Order of Business they may be called up at any time after the Minutes are disposed of.

26. Is the making of a subject a Special Order for a meeting as, the revision of the By-Laws, debatable?

Ans. It is debatable and amendable and should take precedence of the other forms of Special Orders.

27. When does the Chair call for *the* Special Orders of a meeting?

Ans. It is announced by the Chair as the pending business as soon as the Minutes are disposed of.

R-U-S-D-A-M-V-R-O-A.

Chart Upon Privileged Motion

RAISE A QUESTION OF PRIVILEGE

R.	U.	S.	D.	A.	M.	V.	R.	O.	A.
Rank	Use	Second	Debatable	Amendable	Motions in order	Vote	Reconsider	Out	Applied
IV.	To ask for rights or privileges of assembly or members.	No.	No.	No.	Motions for adjournment and Recess.	Majority.	No.	No.	Not any

Chart Upon

A QUESTION OF PRIVILEGE WHEN PENDING

R.	U.	S.	D.	A.	M.	V.	R.	O.	A.
Rank	Use	Second	Debatable	Amendable	Motions in order	Vote	Reconsider	Out	Applied
IV.	To protect the rights of the assembly or members.	Yes.	Yes.	Yes.	Privileged, Incidental and Subsidiary.	Majority.	Yes.	Yes.	Subsidiary motions.

QUESTIONS OF PRIVILEGE

QUIZ

1. What are Questions of Privilege?

Ans. Questions relating to the rights and privileges of an assembly or its members.

2. What are some of the Questions of personal Privilege?

Ans. Questions relating to one as a member of the assembly, or to charges against her character, etc.

If a member wishes to leave the meeting before adjournment it is not necessary to rise to a question of personal privilege. General Roberts says, "Such a course is decidedly improper."

3. What are some of the Questions of Privilege relating to an assembly?

Ans. Those regarding the organization or comfort of its members, as to heating, lighting, ventilation and freedom from disturbance, or conduct of officers, members or reporters or other offense, etc.

4. If the privileges of the assembly and of a few of its members come into competition which takes precedence?

Ans. Those of the assembly.

5. What is the form of the motion To Raise a Question of Privilege?

Ans. "I rise to a Question of Privilege."

6. Is it necessary to obtain the floor when rising to a Question of Privilege?

Ans. It is not. Immediately upon rising the member should say "Mr. Chairman," and, when he catches the chairman's eye, should proceed, "I rise to a Question of Privilege affecting the assembly," or "I rise to a Question of personal Privilege."

7. Will a Question of Privilege take the floor from a member who was speaking?

Ans. Yes; if the question requires immediate action, but if it is not very urgent it should not interrupt a member who has commenced speaking.

8. Can a Question of Privilege interrupt voting or verifying a vote?

Ans. It cannot.

9. When a member has risen to a Question of Privilege what is the duty of the Chair?

Ans. The Chair directs him to state his question.

10. Who decides whether it is a Question of Privilege or not?

Ans. The Chair. From this decision any two members may appeal.

11. Suppose the Chair decides it to be a Question of Privilege, but not of sufficient importance to justify interrupting the speaker, how proceed?

Ans. The speaker should be allowed to finish his speech, and when he has finished, the Chair assigns the floor to the member who raised the Question of Privilege to allow her to make her motion, if one is necessary.

QUESTIONS OF PRIVILEGE WHEN PENDING

12. If a motion is made on a Question of Privilege how it it treated?

Ans. Whenever the motion is made and stated, it becomes the immediately pending question, and is open to debate and amendment and all the other Subsidiary motions just as any other Main motion.

13. Does a Question of Privilege when pending have any preference over any other Main motion?

Ans. Yes; its high privilege extends to giving it the right to consideration in preference to any other question, except one relating to adjournment or recess, and in cases of great urgency to interrupt a speaker.

14. When the Question of Privilege is disposed of, where is business resumed?

Ans. Business is resumed exactly where it was when interrupted. If a member had the floor at the time the Question of Privilege was raised, the Chair assigns him the floor again.

DRILL

RAISING A QUESTION OF PRIVILEGE WHEN A MAIN MOTION IS PENDING

1. Mrs. A.—"I move that every member be urged to study her Parliamentary lesson at home."
2. Mrs. B.—"I second the motion."
   Chair—"It has been moved and seconded that every member be urged to study her parliamentary lesson at home. Are you ready for the question?" (or "Are there any remarks?")

RAISING A QUESTION OF PRIVILEGE

3. Mrs. C.—"I rise to a Question of Privilege relating to the assembly."
   Chair—"Please state your question."
   Mrs. C.—"The odor of gas is very strong in this part of the room. Can not some one be asked to investigate the cause?"
   Chair—"The Chair will entertain a motion upon the question."

QUESTION OF PRIVILEGE WHEN PENDING

4. Mrs. E.—"I move that the Chair ask the janitor to investigate the cause of the gas, and remedy it if possible."
5. Mrs. F.—"I second the motion."
   Chair—"It has been moved and seconded that the Chair ask the janitor to investigate the cause of the gas, and remedy it if possible. Are you ready for the question? (or "Are there any remarks?")

All in favor say 'aye'; all opposed say 'no.' The 'ayes' have it. The motion is carried. Will the janitor please investigate the cause of this gas and remedy it if possible. The question before the house now it 'That every member be urged to study her Parliamentary lesson at home.' Are you ready for the question? All in favor say 'aye'; all opposed say 'no.' The ayes have it. The motion is carried, That every member be urged to study her Parliamentary lesson at home."

(For brevity the form of obtaining the floor is omitted. The reader must supply it.)

R-U-S-D-A-M-V-R-O-A.

Chart Upon Privileged Motion

TO TAKE A RECESS

R.	U.	S.	D.	A.	M.	V	R.	O	A.
Rank	Use	Second	Debatable	Amendable	Motions in order	Vote	Reconsider	Out	Applied
III.	A call for intermission in day's work.	Yes.	No.	Yes, as to length of recess.	Motions of Adjournment.	Majority.	No.	Yes.	To Amend.

To Take a Recess

QUIZ

1. What is a recess?

Ans. An intermission in the day's proceedings.

2. How is the motion to Take a Recess treated when there is no business pending?

Ans. The same as any other Main motion and has no privilege.

3. When is the motion to Take a Recess a privileged motion?

Ans. When there is other business pending.

4. May the motion, when privileged, be amended?

Ans. Yes; as to length of recess.

5. Suppose a recess is provided for in the order of business, who announces the recess?

Ans. The Chair announces the fact and says "the assembly stands adjourned, or in recess to the specified time."

6. Who calls the assembly to order after recess?
Ans. The Chair.

7. After recess how does business proceed?
Ans. The business is taken up the same as if no recess had been taken.

8. Suppose a vote had been taken, but the result had not been announced when recess was declared, when would the vote be announced?
Ans. The first business after recess would be the announcement of the vote.

9. May the assembly Postpone the recess or adjournment?
Ans. Yes; by a two-thirds vote.

R-U-S-D-A-M-V-R-O-A.

Chart Upon the Privileged Motion

TO ADJOURN

R.	U.	S.	D.	A.	M.	V.	R.	O.	A.
Rank	Use	Second	Debatable	Amendable	Motions in order	Vote	Reconsider	Out	Applied
II.	To dismiss the assembly.	Yes.	No.	No.	Fix the time to which to Adjourn.	Majority	No.	Yes.	Not any.

TO ADJOURN

QUIZ

1. What is the form of the motion To Adjourn?
Ans. "I move To Adjourn" or "I move that we Adjourn."

2. Is the motion To Adjourn always privileged?
Ans. No; if the motion To Adjourn is qualified, or if, when adopted it would dissolve the assembly permanently, it is treated as a Main motion; as in a mass meeting.

3. Is the motion To Adjourn ever a Main motion in an organized society holding several regular meetings during the year?

Ans. No; it is always privileged, unless qualified.

4. What is the meaning of qualified?

Ans. Qualified means modified, as "I move we adjourn at 4 o'clock."

5. Can the motion To Adjourn be withdrawn?

Ans. Yes; if there is business requiring action before adjournment the mover should be requested To Withdraw her motion.

6. Can the motion To Adjourn be repeated during the same session?

Ans. Yes; after intervening business, even if simply progress in debate. The assembly might refuse To Adjourn in order to hear one speech or take one vote, therefore must have the privilege of renewing the motion.

7. Is this privilege ever abused?

Ans. Yes; but if made for obstructive purposes when the assembly has just voted it down, the Chair can refuse to entertain it.

8. What authority has the Chair for refusing to entertain the motion?

Ans. When the Chair is sure that the members are using Parliamentary forms merely for the purpose of obstructing business, she should rule them out of order, for she must protect the rights of the assembly. (See Dilatory Motions, 102.)

9. Can the motion To Adjourn be made by a member who has not obtained the floor?

Ans. No; except if general consent is given, the Chair may entertain the motion.

10. When is the motion To Adjourn out of order?

Ans. When it has just been defeated; while a verbal vote is being taken or verified; while a member is speaking; when the assembly has just decided the time for adjournment; when the motion To Fix the Time to which To Adjourn is pending.

11. Is the motion To Adjourn in order after a vote by ballot has been taken?

Ans. Yes; where much time will be consumed in counting ballots the assembly may Adjourn or Take a Recess.

12. When should the ballot be announced?

Ans. The ballot should be announced as soon as business is resumed.

13. Is an Appeal, a Question of Order, or an inquiry in order after the motion To Adjourn had been made?

Ans. No; unless a decision is *very* necessary before adjournment.

14. May announcements be made when the motion To Adjourn is pending?

Ans. Yes; before the vote is taken or before announcing the vote.

15. Is it in order for members to leave their seats when the vote is being taken on the motion To Adjourn?

Ans. No. Members should not leave their seats until the Chair has declared the assembly adjourned.

16. When the adjournment does not close the session, what becomes of the interrupted business?

Ans. It is the first in order after the disposal of the minutes at the next meeting.

17. In an organization holding its meetings as often as quarterly, what becomes of uncompleted business when the meeting adjourns?

Ans. It is taken up at the next session under Unfinished Business previous to New Business.

18. When the assembly is an elective body; or, in an Executive Board where the session ends the term of part of its members, what becomes of the unfinished business when the session adjourns?

Ans. All unfinished business is ended; and if brought up at the next session, it must be introduced as new business.

19. Can To Adjourn, be made when there is no quorum present?

Ans. Yes; the motion To Adjourn, To Take a Recess and To Fix the Time to which to Adjourn are the only legal motions that can be made when there is no quorum present.

R-U-S-D-A-M-V-R-O-A.

Chart Upon the Privileged Motion

TO FIX THE TIME TO WHICH TO ADJOURN

R.	U.	S.	D.	A.	M.	V	R.	O.	A.
Rank	Use	Second	Debatable	Amendable	Motions in order	Vote	Reconsider	Out	Applied
Highest in rank I.	To fix the time and place for next meeting.	Yes.	No.	Yes, as to time and place.	Not any.	Majority.	Yes.	Yes.	Amend.

To Fix the Time and Place to Which to Adjourn

QUIZ

1. What is the form of this motion?

Ans. "I move that when we adjourn, we adjourn to meet at 2 o'clock next Tuesday at the Brack Shop."

2. When is the motion to Fix the Time and Place to which to Adjourn privileged?

Ans. If made while another question is pending, and in an assembly that has made no provision for another meeting the same or the next day.

3. What is the time limit of this motion?

Ans. The time fixed cannot be beyond the time of the next meeting.

4. When is this motion not privileged?

Ans. If made when no question is pending; or, where the assembly has provided for a meeting on the same or the next day.

5. What is the rank of this motion when privileged?

Ans. It takes precedence of all other motions and is in order even after it has been voted To Adjourn, provided the Chair has not declared the assembly adjourned.

6. When the assembly meets at the time to which it adjourned, it is a new session?

Ans. No; it is a continuation of the previous session.

7. Will the motion to Fix the Time to which to Adjourn, if carried, dismiss the meeting?

Ans. No; it simply tells *'when'* it will meet again.

8. If the assembly has no fixed place for its meetings, how should the motion be made?

Ans. It should be made to include the place thus "To Fix the Time and *'Place'* " to which to Adjourn.

9. When the assembly meets at a time and place to which it adjourned, what kind of a meeting is it called?

Ans. An adjourned meeting, and a continuation of the same meeting. Thus, if the annual meeting is adjourned to meet another day, it is a legal continuation of the annual meeting.

"Parliamentary Law is no longer vague and uncertain. It is now a branch of the common law, and as well settled as any other. It may be known and determined beforehand with facility and certainty." LUTHER S. CUSHING.

Chapter VII

INCIDENTAL MOTIONS

QUIZ

INCIDENTAL MOTION

Appeal from Decision of Chair.
Appeal relating to violation of rules, indecorum, priority of business, etc.
Questions or Points of Order.
Suspension of Rules.
Objection to Consideration of Question.
Division of Question.
Consideration by Paragraph or Seriatim.
Division of Assembly.
Polls, To Close or Re-Open.
Withdraw a Motion, Leave to.
Parliamentary Inquiry.
Reading Papers.
Request for Information.
Request to be Excused from Duty or for any Privilege.
Nominations, To Close. Reopen or Make.

1. What are Incidental motions?

Ans. Motions which arise out of other questions, and must be disposed of before action can be taken upon the question out of which they arise.

2. Whenever it is stated that Incidental motions take precedence of a certain motion, does it mean *all* the Incidental motions?

Ans. No; the Incidental motions referred to, are the Incidental motions arising out of business pending.

3. Do Incidental motions take precedence of Subsidiary Motions?

Ans. Yes; but not all of them; the Incidental motion, Objection to Consideration cannot be made while a Subsidiary motion is pending; for Objection to Consideration cannot be applied to any motion but an Original Main motion just after it has been stated by the Chair, before it has been debated, amended, or a motion of higher rank made.

4. May subsidiary motions be applied to Incidental motions?

Ans. No Subsidiary motion, except to Amend, can be applied to any of them, except a debatable Appeal.

5. May they be debated?

Ans. No; they are not debatable, except a debatable Appeal.

6. To what do they yield?

Ans. They yield to Privileged motions and part of them to the motion To Table.

7. Are they amendable?

Ans. They cannot be amended, except Division of Question, and when nominations or the polls shall close or reopen.

R-U-S-D-A-M-V-R-O-A.

Chart Upon Incidental Motion

APPEAL

R.	U.	S.	D.	A.	M.	V.	R.	O.	A.
After Chair's ruling.	To try to reverse ruling.	Yes	Yes	No.	Privileged To Table and Point of Order.	Majority	Yes.	No.	Extend or Limit Debate, Table. Postpone.

APPEAL

QUIZ

1. What is the form of the motion to Appeal?

Ans. "Madam Chairman, (without waiting for recognition) I Appeal from the decision of the Chair."

2. What does the Chair say?

Ans. "Shall the decision of the Chair stand as the judgment of the assemly," or "Shall the decision of the Chair be sustained?" (giving reasons for her decision if she thinks it necessary.)

3. How should the Chair put the question to vote?

Ans. "Those in favor of sustaining the Chair say 'aye'; those opposed say 'no.' The ayes have it and the decision of the Chair is sustained," or "The noes have it and the decision of the Chair is reversed." Or "Those in the affirmative say 'aye'; those in the negative say 'no. "

4. If there is a tie vote, how does the Appeal stand?

Ans. The Chair is sustained, as it takes a majority vote to defeat an Appeal.

5. May the Chair vote to make it a tie?

Ans. Yes; if the noes are only one more than the ayes, she may vote to make it a tie.

6. When may an Appeal be made?

Ans. After the Chair has made a decision, (except when another appeal is pending.)

7. When *must* the Appeal be made?

Ans. It can be made *only* at the time the ruling is made.

8. May an Appeal be made from a Parliamentary inquiry?

Ans. No; an answer to a Parliamentary inquiry is not a decision. and therefore, cannot be appealed from.

9. May a Point of Order be raised while an Appeal is pending?

Ans. Yes; and the Chair decides it without debate, but the question as to the correctness of the decision may be brought up when no other business is pending.

10. If an Appeal is Laid on the Table or Postponed, does the Main question go with it?

Ans. Yes; if it adheres to the Appeal, if not, the Appeal goes to the table alone. Example—A Main motion is pending, an amendment is made, the Chair rules the amendment out of order. An Appeal is raised from the decision of the Chair on the amendment and the Appeal is laid on the table; then, the Main motion is lost: it would then be useless to take the appeal from the table and try to reverse the Chair's ruling when there is no question to amend; in this case the Main motion adheres to the Appeal and should have gone to the table with the Appeal.

11. When the Chair announces a vote, and a member doubts the correctness of the announcement, may she Appeal?

Ans. No; announcement of a vote is not a decision of the Chair.

12. When is an Appeal *not* debatable?

Ans. When the question from which the Appeal is taken is undebatable, or when it relates to indecorum or violation of the rules of speaking, or to the Order of Business, or if made during a Division of the Assembly.

13. When an Appeal is debatable, how many times may a member speak to it?

Ans. Only once, except the presiding officer, who, at the close of the debate, may answer the arguments against the decision.

14. If the question is not debatable, has the chair a right to state her reasons for her decision?

Ans. She has, without leaving the chair.

15. May an Appeal be made from the Parliamentarian's decision?

Ans. No; until the Chair rules, no Appeal can be made.

R-U-S-D-A-M-V-R-O-A.

Chart Upon Incidental Motion

POINTS OR QUESTIONS OF ORDER

R.	U.	S.	D.	A.	M.	V.	R.	O.	A.
Out-ranks business pending.	To enforce rules and orders.	No.	No.	No.	Privileged, and To Table	Majority.	No.	No.	Not any

Questions of Order

QUIZ

1. If a member notices a breach of rule or order what should she do?

Ans. She should Rise to a Point of Order.

2. How proceed, to Rise to a Point of Order?

Ans. The member rises and says: "Madam Chairman, I Rise to a Point of Order."

3. What does the Chair say?

Ans. She requests the member to state her Point of Order by saying, "Please state your point."

4. Who decides the Point of Order?

Ans. The Chair, and if there is no Appeal from her decision the speaker proceeds with her speech.

5. Suppose some one objects to her continuing her speech, what can be done?

Ans. Take a vote of the assembly.

6. When must the Question of Order be raised?

Ans. At the time the breach of order occurred.

7. Is there any exception to this rule?

Ans. Yes; where the motion is in violation of the Laws or the Constitution, By-Laws or Standing Rules of the organization, or of fundamental Parliamentary principles, so that if adopted it would be null and void.

8. In such a case when can the Point of Order be raised?

Ans. It is never too late to raise a Point of Order upon a question that would be null and void if adopted.

9. Has the Chair the right to say why she made a decision without leaving the chair?

Ans. Yes; and this decision is subject to Appeal.

10. When it is simply a case of improper language used in debate, who should call the speaker to order?

Ans. The Chair should say "The Speaker is out of order."

11. Is it ever possible for a member to call a speaker to order?

Ans. Yes; but not good form.

12. Whose duty is it to enforce the rules and orders of an assembly?

Ans. The Chair should enforce the rules and orders of an organization without delay or debate.

13. Does the Chair ever ask advice before giving her decision?

Ans. Yes; she may ask the advice of any person, or in doubtful cases submit the question to the assembly for decision.

14. When submitted to the assembly is a Question of Order debatable?

Ans. Yes; if the pending question is debatable, except when it relates to indecorum or violation of the rules of speaking, or to the Order of Business, or if made during the Division of the Assembly.

R-U-S-D-A-M-V-R-O-A.

Chart Upon Incidental Motion

SUSPEND THE RULES

R.	U.	S.	D.	A.	M.	V	R.	O	A.
Rank.	Use.	Second.	Debatable.	Amendable.	Motions in order.	Vote	Reconsider.	Out of order if speaker has floor.	Motions applied to it.
Outranks business pending	To set aside rules that interfere with new action.	Yes.	No.	No.	Privileged, (not Orders of the Day) Table. A few Incidental.	2/3	No.	Yes.	Not Any.

SUSPEND THE RULES

QUIZ

1. What is the form of the motion To Suspend the Rules?
Ans. "I move that the Rules be Suspended in order to," (stating the object of the suspension).
2. When may the Rules be Suspended?
Ans. Either when no question is pending, or when the object of the suspension is connected with the question which is pending.
3. May the Rules be Suspended in any way except by a formal vote?
Ans. Yes; by general consent. When the request is made the Chair asks, "Is there any objection?" and if no one objects, the Chair may direct the member to proceed just the same as though a formal vote had been taken.
4. Can a motion to Suspend the Rules for the same purpose be renewed at the same meeting?
Ans. It may be renewed only by unanimous consent.
5. May a motion To Suspend the Rules be renewed the same day?
Ans. Yes; after an adjournment.
6. What business may be transacted under the suspension?

Ans. Only such business as was specified when the motion to Suspend the Rules was made.

7. What are the rules that may be suspended?

Ans. Rules relating to the Order of Business, or to business procedure or to admission to the meetings, etc.

8. After it is voted to Suspend the Rules, whom should the Chair recognize?

Ans. The member who moved to Suspend the Rules.

9. May the Rules be Suspended to take a question from the table?

Ans. Yes; if the motion to Take from the Table is not then in order.

10. Suppose a question has been Postponed to a Certain Time, can it be taken up before that time?

Ans. Yes; by Suspending the Rules.

11. When it is desired to adopt a question without debate, how proceed?

Ans. Move to Suspend the Rules, in order to adopt the resolution.

12. If it is desired to admit members of other societies to meetings of your organization, how proceed?

Ans. Some one should move to Suspend the Rules "and allow Mrs. A. to have the privileges of the convention" (which simply admits her to the meetings without vote.)

13. May a rule protecting absent members be suspended?

Ans. No; not even by unanimous consent, for example: to give notice of a proposed amendment to the By-Laws at a previous meeting cannot be suspended even by unanimous vote, as it protects absent members who have not given their consent.

14. When the By-Laws state that the election must be by ballot, may the Rules be Suspended in order to allow the Secretary or any other member to cast the ballot of the convention?

Ans. No; not even by unanimous consent, unless the By-Laws provide for its suspension.

15. If it is desired to suspend a By-Law, how proceed?

Ans. It is necessary to provide in the By-Laws for its suspension.

16. Can a rule be suspended when the negative vote is as large as the minority protected by that rule?

Ans. No; for it requires the member who voted in secret to expose her vote, for example:—

"A rule requiring officers to be elected by ballot cannot be suspended by a unanimous vote, because the rule protects a minority of one from exposing her vote, and this she must do if she votes openly in the negative or objects to giving general consent."—H. M. Robert.

17. When the By-Laws contain rules relating to Order of Business, may they be suspended?

Ans. Yes; by a two-thirds vote, for they are rules which relate to the orderly transaction of business, and should not have been put in the By-Laws.

18. Why vote to suspend the Rules?

Ans. In order to do something that cannot otherwise be done without violating the rules of the society.

19. Can a member move that a two-thirds vote be taken on a motion?

Ans. Yes; but it takes a two-thirds vote as it suspends the rules relating to voting.

R-U-S-D-A-M-V-R-O-A

Chart Upon Incidental Motion

OBJECTION TO CONSIDERATION

R.	U.	S.	D.	A.	M.	V.	R.	O.	A.
Outranks question pending	To avoid unprofitable questions.	No.	No.	No.	Privileged and To Table	2/3	Yes, a negative vote	No.	Not any

OBJECTION TO CONSIDERATION

QUIZ

1. What is the form of this motion?

Ans. "I object to the Consideration of the Question."

2. How does the Chair put the question?

Ans. "The Consideration of the Question has been objected to. Will the assembly consider the question," or "Shall the question be considered?"

3. What vote is required to prevent the question from being discussed?

Ans. A two-third vote in the negative.

4. What motions may be objected to?

Ans. Original Main motions or resolutions, provided the objection is made before any debate, or before any Subsidiary motion is stated.

5. May objection be applied to petitions and communications?

Ans. Yes; if they are not from a superior body.

6. May Objection to Consideration be applied to Incidental Main motions, such as amendments to the By-Laws, or to reports of committees on subjects referred to them for consideration?

Ans. No; the organization cannot refuse to consider questions relative to the business of the assembly, relating to its past or future action.

7. What motion is sustained by a two-thirds negative vote?
Ans. Objection to Consideration.

DRILL

Objection to Consideration

1. Mrs. A. (obtaining the floor) "I move that this organization indorse prize-fighting."
2. Mrs. B.—"I second the motion."
   Chair—"It has been moved and seconded that this Club indorse prize-fighting. Are you ready for the question?" (or "Are there any remarks?")
3. Mrs. C.—"I Object to the Consideration of that question."
   Chair—"The consideration of the question has been objected to. Shall the question be considered? All in favor of considering the question of indorsing prize fights will rise; be seated; all opposed will rise. There being a two-third vote in the negative, the Objection is sustained and the question of indorsing prize fights cannot be considered?" (If there had not been a two-third vote in the negative, then the question could have been considered, the same as if no Objection had been made.)

R-U-S-D-A-M-V-R-O-A.

Chart Upon Incidental Motion

DIVISION OF A QUESTION

R.	Ú.	S.	D.	A.	M.	V.	R.	O.	A.
Outranks question out of which it arises	To divide a question	Yes.	No.	Yes.	All, except Amend and Postpone Indefinitely	Majority.	No.	Yes, unless question relates to different subjects	To Amend

Division of a Question

QUIZ

1. What is the form of a motion to Divide a Question?
Ans. I move that the question be divided into two or more propositions, specifying how the question is to be divided.
2. When should the motion "To Divide" be made?
Ans. It is best to make it when the question is first introduced.
3. May the motion "To Divide" be made at any other time?
Ans. Yes; it may be made at any time when the question to be divided, or the motion To Postpone Indefinitely is pending, even if the Previous Question has been ordered.
4. When divided, how are the propositions treated?
Ans. They should be considered and voted upon separately, in

the order in which they are made, unless they suggest different numbers of questions, when the largest number should be voted upon first.

5 May the question be divided without a motion?

Ans. Yes; by general consent.

6. If general consent is not given, how proceed?

Ans. A formal motion to Divide the Question is necessary, expressing the exact method of division.

7. Can a question be divided that requires the Secretary to re-word the different propositions?

Ans. No; when the question is divided, each separate proposition must be a proper one for the assembly to act upon, without changing the wording—except to separate the motion into the different propositions, dropping conjunctions when necessary, replacing pronouns for nouns, and prefixing the word "That" or "Resolved That" in order to make each proposition an intelligent motion to vote upon.

8. Should the motion, To Adopt, which was pending before the question was divided, be repeated for each separate proposition?

Ans. No; it applies to all the parts into which the question has been divided, and should not be repeated.

9. If a series of resolutions is moved as a "substitute" for another series, may such a motion be divided?

Ans. No; but a motion may be made to "strike out" any of the resolutions before the vote is taken on the substitution, but after the series has been substituted, it is too late to move to "strike out" any of them.

10. If a committee reports back a number of amendments to a resolution referred to it, how vote upon them?

Ans. One vote may be taken upon adopting all the amendments, if no one objects; but if objection is made the amendments must be divided, and each voted upon separately.

11. If the motion To Amend, may be applied to the motion, To Divide, why does not the motion To Divide, yield to the motion, To Amend?

Ans. Because, To Amend cannot be applied to the Main motion when the motion To Divide is pending, but the motion, To Divide, may be amended.

12. To what may a call for a division of question be applied?

Ans. To Main questions and amendments each of which is capable of standing as a complete proposition if the others are removed, and is in order up to the time of commencing to take the vote on the question, even if Previous Question has been ordered.

Incidental Motion

Consideration by Paragraph or Seriatim

QUIZ

1. What are the forms of the motion to consider by paragraph, section, article or resolution?

Ans. "I move that the proposition (consisting of a member of resolutions or a set of By-Laws) be Considered Seriatim and voted on as a whole," or "I move that the proposition be Considered Seriatim."

2. Why is it better to vote upon the proposition as a whole?

Ans. Because in amending the next paragraph it might make it necessary to amend the preceding one, and that could not be done without first reconsidering the vote on the preceding paragraph, if it had been adopted.

3. Could each paragraph, section, article or resolution be voted upon separately?

Ans. Yes; in which case, no vote is taken on the whole.

4. Has the Chair the right, without a motion, to take up, and have considered, each paragraph?

Ans. Yes; the Chair asks if they shall be taken up by paragraph, and if no one objects, the question is settled by general consent.

Consider Seriatim, Report Upon By-Laws or Resolutions

QUIZ

1. How does a member submit a report?

Ans. The Chairman of Committee or other members chosen obtains the floor and says, "The committee on such and such a proposition (state what) submits the following report:" She then reads the report, and moves its adoption.

2. If she did not move its adoption, how should the Chair proceed?

Ans. The Chair should call for such a motion, or the Chair may assume the motion by general consent.

3. Does the Chair ask how shall the report be considered?

Ans. Yes; or she may proceed to consider the report by paragraph, without motion.

4. If the Chair should neglect to take up the proposition by paragraph, how proceed?

Ans. Any one may move that the report be considered by paragraph or seriatim, and voted on as a whole, (omit the latter part if desired, and make that motion when all have been amended.)

5. Who reads the paragraphs?

Ans. The Chairman, the Secretary or the reporting member, as case may be, reads the first paragraph and explains it.

6. How does the Chair proceed?

Ans. She asks, "Are there any amendments to this paragraph?" (which is then open to debate and amendment).

7. When no further amendments are offered, what does the Chair say?

Ans. "There being no further amendments to this paragraph, the next will be read."

8. After all the paragraphs have been amended, how does the Chair proceed?

Ans. The Chair says, "The entire proposition is open for amendment, are there any additional paragraphs to be inserted, or any further amendments to be offered?"

9. When is the Preamble considered?

Ans. When each paragraph is satisfactorily amended, then the preamble is treated in the same way.

10. After the proposition and the preamble have been amended how proceed?

Ans. The Chair says (if the motion *had* been made at first to adopt as a whole) "All in favor of adopting the set of resolutions as amended, say 'aye'; all opposed say 'no.' "

11. If the motion had *not* been made to adopt as a whole, how proceed?

Ans. Then a motion would be in order, to adopt.

12. When an amendment is offered to the By-Laws or Constitution, how is it treated?

Ans. The proposed amendment is treated as a Main motion, and that is the only question before the house; it may be amended, and the amendment may be amended, but the amendment must be germane.

13. What vote is required To Amend the proposed amendment?

Ans. A majority vote, but the final vote upon amending the By-Laws requires a two-thirds vote.

R-U-S-D-A-M-V-R-O-A.

Chart Upon Incidental Motion

DIVISION OF THE ASSEMBLY

R.	U.	S.	D.	A.	M.	V.	R	O.	A.
Rank.	Use.	Second.	Debatable.	Amendable.	Motions in order.	Vote.	Reconsider.	Out	Applied.
Outranks business pending	To vote over again.	No.	No.	No.	None.	Majority.	No.	No.	Not any

Division of an Assembly

QUIZ

1. What is the form of the motion, Division of an Assembly?

Ans. "I call for a Division" or "I doubt the vote" or simply by calling out, "Division" or "Doubted."

2. How does the Chair proceed when a Division is called for?

Ans. The Chair proceeds to take the vote over again, this time by having the affirmative rise; when seated, having the negative rise.

3. When is the motion in order?

Ans. Any time after the question has been put; even if the vote has been announced; provided it is called for before another motion has been made.

4. Is it in order to call for a Division of the House when the vote is by ballot?

Ans. No; the vote must have been taken "viva voce" or by the "Uplifted Hand" in order to call for a Division.

5. Must the Chair recognize a Call for a Division, when there is no question as to which side is in the majority?

Ans. No; the Chair should not allow the assembly to be annoyed by the call, when there was a full vote and no question as to which side carried.

Incidental Motion

Close and Reopen the Polls

QUIZ

1. When is it necessary to close or reopen the polls?

Ans. When the vote is taken by ballot in a meeting of an organization.

2. What vote is required to close the polls?

Ans. Two-thirds vote.

3. When may the Chair declare the polls closed?

Ans. As soon as the Chair thinks all have voted she inquires "Have all voted who wish," and if there is no response, she declares the polls closed.

4. When a motion is made to Close the Polls is the Chair obliged to recognize it at once?

Ans. No; not until all have seemingly voted.

5. When do the tellers count the ballots?

Ans. As soon as the Polls close.
6. Why reopen the Polls?
Ans. In order to give members who have come in late, or were otherwise deprived of the privilege, an opportunity to vote.
7. What vote is required to Reopen the Polls?
Ans. A majority vote.
8. Are the motions to close and reopen the polls debatable and amendable?
Ans. They are not debatable, but may be amended as to time.

R-U-S-D-A-M-V-R-O-A.

Chart Upon Incidental Motion

WITHDRAW A MOTION—Leave to

R.	U.	S.	D.	A.	M.	V.	R.	O.	A.
Rank.	Use.	Second.	Debatable.	Amendable.	Motions in order.	Vote.	Reconsider.	Out of order if speaker has floor.	Motions applied to it.
Outranks motion pending.	To prevent a vote upon the motion.	No.	No.	No.	Privileged Motions.	Majority.	Yes, a negative vote.	Yes.	Not any.

WITHDRAW A MOTION, LEAVE TO

QUIZ

1. When may a motion be withdrawn?
Ans. Any time before voting on the question has commenced.
2. Suppose there is objection, how proceed?
Ans. The Chair puts the question on granting the request, or a motion may be made to grant it.
3. When the mover of a motion asks leave to withdraw or modify it, how proceed?
Ans. The Chair asks if there is any objection, and if there is none, she announces that the motion is withdrawn or modified as was requested.
4. May the mover of a motion withdraw or modify her own motion without asking consent?
Ans. Yes; before it is stated by the Chair, and afterwards, if no one objects.

5. If the mover of a motion modifies it, is the seconder obliged to stand by the modified motion?

Ans. No; she may withdraw her second.

6. May a motion be withdrawn after it has been amended?

Ans. Yes. Leave to Withdraw a motion may be given any time before voting on the question has commenced.

7. May a motion be withdrawn when Incidental or Subsidiary motions are pending?

Ans. Yes; and these motions cease to be, when the question is withdrawn.

8. Suppose the motion To Withdraw is carried, what becomes of the withdrawn motion?

Ans. It is lost, the effect is the same as if it had never been made, and the Secretary does not even record it.

9. Are there any motions that cannot be withdrawn?

Ans. Yes; the motion to reconsider cannot be withdrawn after it is too late for anyone else to move to reconsider, and notice of a motion to be made at the next meeting can only be withdrawn at the same meeting at which the the notice was given.

WITHDRAW A MOTION

DRILL

1. Mrs. A.—"I move that every member give $5.00 toward buying a Liberty bond."
2. Mrs. B.—"I second the motion."
   Chair—"It has been moved and seconded that every member give $5.00 toward buying a Liberty bond. Are you ready for the question?" (or "Are there any remarks?")
3. Mrs. C.—"I move to amend the motion by striking out $5.00 and inserting $1.00."
4. Mrs. F.—"I second the amendment."
   Chair—"It has been moved and seconded to amend by striking out $5.00 and inserting $1.00. Are there any remarks? All in favor of the amendment say 'aye'; all opposed say 'no.' The noes have it and the amendment is lost. The question before the house is, that every member give $5.00 toward buying a Liberty bond. Are you ready for the question?" (or "Are there any remarks?")
5. Mrs. A.—"I wish or ask leave to withdraw my motion."
   Chair—"Mrs. A. wishes to withdraw her motion. Is there any objection?"
6. Mrs. D.—"I object."
   Chair—"All in favor of allowing Mrs. A. to withdraw her motion say 'aye'; all opposed say 'no.' The ayes have it, the motion is carried, and the question of each member giving $5.00 toward buying a Liberty bond is withdrawn."

R-U-S-D-A-M-V-R-O-A.

Chart Upon Incidental Motion

PARLIAMENTARY INQUIRY

R.	U.	S.	D.	A.	M.	V.	R.	O.	A.
Rank.	Use.	Second.	Debatable.	Amendable.	Motions in order.	Vote.	Reconsider.	Out.	Applied.
Outranks business pending.	To ask for information.	No.	No.	No.	Privileged motions.	Majority.	No.	No.	Not any.

PARLIAMENTARY INQUIRY

QUIZ

1. What is the form of a Parliamentary Inquiry?

Ans. "Madam President, I rise to a Parliamentary Inquiry."

2. What does the Chair say?

Ans. "Please state your question or inquiry."

3. Does the Chair answer the question?

Ans. Yes; if the Chair deems it a proper question, but if the inquiry is made when a speaker has the floor, and the Chair does not think it demands immediate attention, she defers her answer until the speaker has finished.

4. Must the Chair answer Parliamentary inquiries?

Ans. The Chair is supposed to be familiar with Parliamentary Law, and it is her duty to answer any question that will enable the member to make a proper motion.

5. If a member is in doubt how to raise a Point of Order, or how to make any other motion, how proceed?

Ans. Rise to a Parliamentary Inquiry and ask for information.

INCIDENTAL MOTION

REQUEST FOR INFORMATION

QUIZ

6. What is the form to ask for information?

Ans. "Madam Chairman, I rise to a Point of Information," or "I rise for information."

7. How is a request for information treated?
Ans. The same as a Parliamentary Inquiry, and has the same privileges.
8. If the information is required of the speaker instead of the Chair, how proceed?
Ans. "Madam President, I should like to ask the speaker a question."
9. How does the Chair proceed?
Ans. The Chair asks the speaker if she is willing to be interrupted, and if she consents, the Chair directs the inquirer to proceed, and the time taken up comes out of the speaker's time.
10. Does the inquirer then talk to the speaker?
Ans. No; she must talk to the speaker through the Chair.
11. Is it in order for members to talk to each other in an assembly?
Ans. Each speaker must address the Chair, but the Chair remains silent during the conversation.

R-U-S-D-A-M-V-R-O-A.

Chart Upon Incidental Motion

READING PAPERS

K.	U.	S.	D.	A.	M.	V.	R.	O.	A
Outranks business pending.	To give information.	Yes.	No.	No.	Privileged	Majority.	Yes.	Yes.	Not any.

READING PAPERS

QUIZ

1. What is the form of the motion, to grant leave to read papers?
Ans. "I move that the speaker be allowed to read or have read" (state what.)
2. Has any member the right to read, or have read papers or books in connection with her speech?
Ans. Yes; but if any member objects, a motion must be made granting permission to have the papers read.
3. Has a member the right to hear the papers read?
Ans. Yes; once, and if there is debate or amendment upon them, a member may have them read again before voting upon them.
4. Can a member who was absent from the room when the paper was read insist upon having it read again?
Ans. No; not without the consent of the house.

INCIDENTAL MOTION

TO BE EXCUSED FROM A DUTY

QUIZ

1. If a member is present, and is elected to office or appointed on a committee, or has any other duty placed upon her, but does not wish to serve, how proceed?

Ans. She should decline to serve immediately.

2. If a member is absent when elected, how proceed?

Ans. Upon learning of the fact, if she cannot serve, she should notify at once the President or Secretary, either orally or in writing, that she cannot accept the office or duty.

3. If a member has been elected to office and does not decline to serve upon learning of the fact, must she then serve?

Ans. Yes; by her silence she accepts the office and is under obligation to perform the duties, until there has been opportunity to accept her resignation.

4. Has the society the right to force a member to serve?

Ans. No; a society has no right to force an office upon a member.

5. If a member was not present when elected, and when the Chair announces her refusal to take the office, how proceed?

Ans. Election to fill the vacancy may take place at once, unless notice is required, or other provision has been made in the By-Laws.

6. In case of a resignation, how proceed?

Ans. The Chair may state the question on accepting it, or a motion to that effect may be made.

7. Is the motion to accept the resignation debatable?

Ans. Yes; and it may have any Subsidiary motion applied to it, and it yields to Privileged and Incidental motions.

INCIDENTAL MOTION

REQUEST FOR ANY PRIVILEDGE

QUIZ

8. When a member wishes to make a request, how proceed?

Ans. She rises and addresses the Chair, and as soon as she catches the eye of the Chairman, she states why she rises.

9. May a member make a request, if another has the floor?

Ans. Yes; but she should never interrupt a speaker unless her request is very urgent.

Form—"I rise to make a request."
Chair—"State your request."

10. How are requests settled?
Ans. Generally by general consent, but if objection is made, then a vote must be taken.
11. Are these requests debatable?
Ans. No; but explanations may be given.

R-U-S-D-A-M-V-R-O-A.

Chart Upon Incidental Motion

TO CLOSE NOMINATIONS

R.	U.	S.	D	A.	M.	V	R.	O	A.
Rank.	Use.	Second.	Debatable.	Amendable.	Motions in order	Vote.	Reconsider	Out of order if speaker has floor	Motions may be applied to it.
Outranks business out of which it rises.	To prevent new names being nominated.	Yes.	No.	Yes, as to time.	Privileged	2/3	No.	Yes.	To Amend.

TO CLOSE AND REOPEN NOMINATIONS

QUIZ

1. If nominations have been made by a committee or from the floor, may the Chair ask for further nominations?
Ans. Yes; the Chair asks,—"Are there any further nominations?"
2. May the Chair close nominations?
Ans. Yes; the Chair asks if there are any other nominations, and if there are none, the chair declares the nominations closed.
3. Is there any other way of closing nominations?
Ans. Yes; by motion, and in large bodies this method is customary.
4. Why does this motion require a two-thirds vote?
Ans. Because it deprives members of one of their rights.
5. If it is desired to reopen the polls, how proceed?
Ans. If members enter after the polls are closed and wish to vote, the polls may be reopened by motion and a majority vote; all motions relating to the polls are undebatable.

R-U-S-D-A-M-V-R-O-A

Chart Upon Incidental Motion

TO REOPEN NOMINATIONS

R.	U.	S.	D	A.	M	V	R.	O.	A.
Out-ranks busi-ness pend-ing.	To present new names.	Yes.	No.	Yes, as to time.	Privi-leged	Ma-jority.	Yes, if neg-ative vote.	Yes.	To Amend.

Chart Upon Incidental Motion

TO MAKE NOMINATIONS

R.	U.	S.	D.	A.	M.	V	R.	O.	A.
Out-ranks busi-ness pend-ing.	Meth-od of Mak-ing Nomi-na-tions	No.	No.	Yes.	Privi-leged.	Ma-jority.	No.	Yes.	Amend

NOMINATIONS

QUIZ

1. What are the forms of the motion to Make Nominations?

Ans. "I move that the nominations be made from the floor," or "By acclamation," or "I move that nominations be made by the chair," or "I move that a nominating committee be appointed," or "I move that nominations be made by ballot," or "By mail." (need not obtain the floor).

2. If the election is pending, what kind of a motion is this?

Ans. It is an Incidental motion.

3. Why?

Ans. Because it is incidental to the election.

4. If the election is not pending, what kind of motion is this?

Ans. It is an Incidental Main Motion.

5. When nominations are from the floor, and the vote is viva voce or by rising, how nominate candidates?

Ans. Any member may nominate different names.

6. May any member nominate more than one name for any office or on a committee?

Ans. No; not unless general consent is given.

7. If different names are nominated, how proceed?

Ans. The nominations are treated like a motion to Fill a Blank. The Chair repeats each name as it is made, and then the vote is taken upon each name in the order in which they were nominated, until one is elected.

8. Do the nominations require a second?

Ans. No; and it is not necessary to obtain the floor; just say, "Madam Chairman, I nominate Mrs. B."

9. If the nominations are by ballot, how proceed?

Ans. The same as in election by ballot, the chair making it clear to the members that this is the *nominating* ballot, in order to ascertain the preference of the members for that office.

10. If the nominations have been made by a committee, how proceed?

Ans. When the nominating committee reports, which report consists of a ticket with a name or names for each office on it, the chair asks if there are any nominations from the floor, before proceeding to election.

11. Can a member nominate candidates for different offices?

Ans. Yes; when the nominating committee reports, and the Chair asks,—"Are there any nominations from the floor?" Any member may nominate one candidate for the office, or she may nominate one candidate for each office; thus making a new ticket; unless the By-Laws have a rule,—"No nominations from the floor."

12. Does the assembly adopt the nominating committee's report?

Ans. No; the nominations are treated as if made by members from the floor. (See Nomination and Election.)

"Obedience to Law.
Respect for Office.
Mastery of Self.
Joy in Service.
These constitute *Me.*"

ANONYMOUS.

Chapter VIII

UNCLASSIFIED MOTIONS

Two Important Main Motions
and
Unclassified Motions

These motions cannot well be classified under Privileged, Subsidiary, Incidental or Main motions, and for convenience we will call them Unclassified motions. The first two motions on the list are Incidental Main motions, the others are unclassified.

Ratify or Approve.
Rescind or Annul.
Dilatory, Absurd or Frivolous Motions.
Take From the Table.
Reconsider.
Reconsider and Have Entered on the Minutes.
Renewal of a Motion.

R-U-S-D-A-M-V-R-O-A.

Chart Upon Incidental Main Motion

TO RESCIND or ANNUL

R.	U.	S.	D	A.	M.	V.	R.	O.	A.
Main motion. XIII.	To strike out something previously adopted	Yes.	Yes. and opens main question to debate	Yes.	Privileged, Incidental and Subsidiary.	2/3 without notice	Not affirmative vote.	Yes.	Subsidiary.

To Rescind or Annul

QUIZ

1. What kind of a motion is the motion to Rescind?

Ans. It is an Incidental Main Motion, and is treated similar to the motion to amend something previously adopted, by striking out the by-law, rule, section, paragraph or resolution.

2. What is the form of the motion?

Ans. "I move to Rescind the action taken upon (state the question)."

3. What votes may be rescinded?

Ans. All votes taken by an assembly upon Main motions, except on appeals or where something has been done as a result of that vote which the assembly cannot change, as a contract or resignation acted upon, etc.

4. Is the motion to Rescind in order if the motion to Reconsider has been previously made on the motion and not called up?

Ans. No; the motion to Rescind cannot be made if the question can be reached by calling up the motion to Reconsider.

5. After the motion To Reconsider has been defeated, is the motion To Rescind in order?

Ans. No; not at the same meeting; but the action may be rescinded at a future meeting. (R. P. L. No. 28).

6. May an unexecuted part of a resolution be rescinded?

Ans. Yes; if no action has been taken that cannot be undone upon that certain part.

7. Who may make the motion to Rescind?

Ans. It may be made by any member.

8. What vote is required to rescind an action?

Ans. A two-thirds vote without notice, majority vote if notice had been given, or a majority vote of the entire membership. The same rules apply to amend a resolution or a standing rule previously adopted.

9. When may notice be given?

Ans. Notice may be given when another question is pending, but cannot interrupt a speaker; or it may be given in a call for the meeting.

10. When may the motion to Rescind be made?

Ans. It can be made only when there is no other motion before the assembly; but there is no limit as to time.

11. When an assembly wishes to express very strong disapproval of an action taken, how proceed?

Ans. They vote to Rescind the action and Expunge the matter from the record.

12. How Expunge from the record?

Ans. By crossing out, or drawing a line around the words and marking across them with ink "Expunged, by order of the assembly," giving date and the signature of the secretary.

13. What vote is required to Expunge from the records?

Ans. "A majority vote of the membership."—H. M. Robert.

14. Is the motion "To Rescind" in order before the time has expired for making the motion "To Reconsider"?

Ans. Yes, but "To Rescind" requires a 2/3 vote, while "To Reconsider" requires only a majority vote.

To Ratify or Approve

QUIZ

1. What kind of a motion is the motion To Ratify or Approve?

Ans. An Incidental Main Motion.

2. What is the use of the motion To Ratify?

Ans. To confirm or make valid some action which requires the approval of the assembly to make it valid or legal.

3. What actions may the assembly Ratify?

Ans. Only such actions of its officers, committees or delegates as it had the right to authorize in advance.

4. May the assembly ratify a *viva-voce* election when the By-Laws require election to be by ballot?

Ans. It cannot ratify anything contrary to its by-laws.

5. Can an assembly ratify anything done in violation to the Laws of the State, or of its own Constitution and By-Laws?

Ans. It cannot, except in *emergency* cases when no quorum was present and the By-Laws provide for a quorum, then it may ratify emergency action taken at a meeting without a quorum.

6. Could the motion to Ratify be amended by substituting a motion of Censure, or vice versa?

Ans. Yes; when action was taken by an officer or a member.

7. Is the motion to Ratify debatable?

Ans. It is, and opens the Main question to debate.

Dilatory, Absurd or Frivolous Motions

QUIZ

1. How does Congress prevent the using of useless motions?

Ans. By adopting a rule that "No diliatory, absurd or frivolous motion shall be entertained by the Chair."

2. Should every organization adopt some such rule?

Ans. Not necessarily; but every organization has the right to protect itself from being imposed upon by members using Parliamentary forms to prevent the transaction of business.

3. When members use Parliamentary motions such as dilatory, ridiculous or trifling motions for the purpose of obstructing business, what is the duty of the Chair?

Ans. The Chair should not recognize them, or else rule them out of order.

4. If the Chair has been sustained upon one Appeal, should she entertain another Appeal from the same parties who are trying to obstruct business?

Ans. No; not if she knows they are trying to retard business.

5. What should be the attitude of the Chair toward parties who are trying to obstruct business by making absurd motions?

Ans. The Chair should be courteous and fair, but firm in protecting the rights of the organization from imposition.

R-U-S-D-A-M-V-R-O-A.

Chart Upon Unclassified Motion

TAKE FROM THE TABLE

R.	U.	S.	D.	A.	M.	V.	R.	O.	A.
Takes precedence of Main motions.	To resume action upon a question.	Yes.	No.	No.	Privileged and Incidental.	Majority.	No.	Yes.	Not any.

TAKE FROM THE TABLE

QUIZ

1. When may the motion to Take from the Table be made?

Ans. At any time when no question is pending, and when unfinished or new business of this class is in order; and also at the next session, if the society has business meetings as often as quarterly.

2. May it be taken from the table as soon as Laid on the Table?

Ans. No; it is not in order to Take from the Table, unless some business has been transacted since it was Laid on the Table.

3. How soon may a motion be taken from the table?

Ans. As soon as the question that was introduced when the first question went to the table, is disposed of, then, any one may move to take the first question from the table.

4. When may it be renewed, if lost?

Ans. It may be renewed again and again after some business has been transacted since it was lost.

5. If a new Main motion has been stated by the Chair before a member rises to take a question from the table, which has right of way?

Ans. The Main motion, but if the motion had *not* been stated by the Chair, then the motion to Take from the Table would be in order.

6. When taken from the table what adheres to it?

Ans. The question is taken from the table exactly as it went to the table, as far as practicable.

7. Suppose a question is Laid on the Table with the motion, To Postpone to a Time pending, and is not taken up

until after the postponed time, what becomes of the motion, To Postpone?

Ans. It is ignored when question is taken from the table.

8. If a member had exhausted her right of debate before a question went to the table, may she speak again when the question is taken from the table on the same day?

Ans. No; she cannot.

9. If the question was taken from the table on another day of the same session, could she then speak to the question?

Ans. Yes; no notice is taken of previous speeches.

10. If the Previous Question was ordered before the question went to the table, is it in force when the question is taken from the table?

Ans. Yes; even if the question (upon which the Previous Question was ordered) was taken from the table the same day or another day of the same session.

11. If the motion is not taken from the table until the *next* session, does the Previous Question still hold?

Ans. No; the effect of the Previous Question would then be exhausted.

12. What becomes of a question if it is not taken from the table within the time limit?

Ans. It is as if it had never been made, lost.

R-U-S-D-A-M-V-R-O-A.

Chart Upon the Unclassified Motion

RECONSIDER

R.	U.	S.	D.	A.	M.	V.	R.	O.	A.
Highest in rank when made.	To renew the motion.	Yes.	Yes, if motion to be reconsidered is debatable.	No.	Same as hold over motion to be reconsidered	Majority.	No.	No.	Previous Question and Limit or Extend Debate.

RECONSIDER

QUIZ

1. What is the effect of *making* the motion to Reconsider?

Ans. To prevent action upon the question until the reconsideration is acted upon.

2. When does the effect terminate?

Ans. When the motion is acted upon, or if not called up, it does not terminate till the close of the next regular session.

3. What is the effect if the motion to Reconsider is carried?

Ans. It places the question before the assembly the second time exactly as it was at first, before it was voted upon.

4. Could a member speak to the question who had spoken on that day when the motion was first before the house?

Ans. She could not, but she could get in her speech while the body was debating whether they would Reconsider.

5. Suppose the question was not reconsidered until the succeeding day, could a member who had spoken on the previous day, speak again?

Ans. Yes: the question would be open to free debate regardless of previous speeches.

6. Is there any difference in rank between the *making* of the motion to Reconsider and the *consideration* of that motion?

Ans. Yes; the *making* of the motion is much higher in rank as it may be made while any other question is pending, even if another member has the floor, while the *consideration* of the motion has only the rank of the motion to be reconsidered.

7. When may the motion to Reconsider a vote be made?

Ans. It may be made on the day the vote to be reconsidered was taken, or on the next succeeding day, a holiday or recess not being counted.

8. Who must move to Reconsider?

Ans. One who voted with the prevailing side.

9. Suppose a motion that requires a two-thirds vote fails to pass, who then would move to Reconsider?

Ans. One who voted against the motion; the same would hold true of a tie vote.

10. How many times may a vote be reconsidered?

Ans. Only once, except by general consent, and then not unless the motion has been materially amended.

11. Can the floor be taken from a member to move to Reconsider?

Ans. It can; but the motion cannot be acted upon while another question is before the house.

12. After the pending question is disposed of, is the motion to Reconsider in order?

Ans. Yes; and if called up it has preference over all other Main motions and General Orders, but the Chair does not state it, until time arrives to call it up.

Q. May the motion to Reconsider and have entered on the minutes be made after the motion to Reconsider has been carried or lost?

Ans. No; it is then too late, but it may be made after the vote has been taken on the motion to Reconsider, if the vote has not been announced.

13. On a vote to Reconsider, suppose the "ayes" have it, where is the question?

Ans. Exactly where it was before the question was acted upon.

14. May the motion to Reconsider be debated?

Ans. Yes; if the motion to be Reconsidered is debatable, if not, neither motion can be debated.

15. May the motion to Reconsider be withdrawn?

Ans. When it is too late to renew it, the motion to Reconsider cannot be withdrawn.

16. May the motion to Reconsider be made when the motion To Adjourn is before the house.

Ans. It may; even while the vote is being taken, provided the assembly is not adjourned, a member may secure the floor and move a reconsideration.

17. *What motions cannot be reconsidered?

Ans. Adjourn; Take a Recess; Lay on the Table; Take from the Table; Reconsider; Nominations, to make or to close; Parliamentary or other Inquiry; Take up Orders of the Day; Raise Questions or Points of Order or Privilege; Suspend the Rules; Division of the Assembly, or of a Question; Motion that has been Reconsidered, unless materially amended. Affirmative votes which cannot be reconsidered. Adopt, Amend, Repeal, or Rescind the Constitution, By-Laws, or Rules of Order; or any other rules that require previous notice of their amendment. To elect to membership or office, if the person has not declined. Accept Resignation, if member has been notified. Consider a question that has been objected to. To Commit after the committee have taken up the question. Previous Question, after vote is taken under it. Reopen Nominations. Negative Vote on Postpone Indefinitely.

18. May the Subsidiary motions be reconsidered?

Ans. Yes; except the motion To Table; in which case they would, of course, take precedence over the Main motion.

19. Can the motion to Reconsider be tabled, or Postponed Definitely?

Ans. Yes; and would carry all adhering questions with it.

20. Why cannot the motion To Table be reconsidered?

Ans. It is much more direct to move to Take from the Table.

21. Could a vote for the Previous Question be reconsidered?

Ans. Yes; but not after it was partly executed.

22. May the motion to Reconsider be made after the Previous Question has been ordered?

Ans. Yes; in which case it, and the question to be reconsidered would be undebatable.

*The motion to Reconsider cannot be applied to a vote on a motion that may be renewed within a reasonable time.

23. Can the motion to Reconsider be amended, Postponed indefinitely, or committed?

Ans. It cannot.

24. Suppose an amendment is pending and it is moved to Reconsider a vote on an amendment of the same degree, how proceed?

Ans. First, dispose of the pending amendment, then the Chair announces the question on the reconsideration of the amendment.

25. Suppose a motion with an amendment and an amendment to an amendment has been carried, could the amendments be reconsidered?

Ans. Yes; but the vote on the Main question must also be reconsidered, and one motion should be made to cover all three votes, thus, "I move to reconsider the votes on the question (stating it) and on its amendments (stating the amendments)."

26. How proceed to reconsider an amendment?

Ans. Move to reconsider the vote on the main question (stating it) and the amendment (stating it); one motion should cover both votes.

DRILL

To Reconsider an Amendment

1. Mrs. A. (obtaining the floor)—"I move that our Club investigate amusements in our city."
2. Mrs. B.—"I second the motion."
   Chair—"It has been moved and seconded that our club investigate amusements in our city. Are you ready for the question?" (or "Are there any remarks?")
3. Mrs. C.—"I move to amend the motion by inserting the word, 'Sunday' before 'amusements.'"
4. Mrs. D.—"I second the motion."
   Chair—"It has been moved and seconded to amend by inserting the word 'S.unday' before 'amusements.' Are you ready for the question? All in favor of the amendment say 'aye'; all opposed say 'no'; the noes have it, the amendment is lost. The question now is, That our club investigate amusements in our city. Are you ready for the question? All in favor say 'aye'; all opposed say 'no' the noes have it, the question is lost."
5. Mrs. E.—"I voted with the prevailing side, and I move to Reconsider the votes upon the question of amusements, and on the amendment to insert the word 'Sunday.'"
6. Mrs. D.—"I second the motion."
   Chair—"It has been moved and seconded To Reconsider the votes upon the question of amusements, and the

amendment to insert the word 'Sunday.' Are you ready for the question? All in favor say 'aye'; all opposed say 'no': the ayes have it, the votes on the question of amusements and its amendment are Reconsidered. The question now is upon the amendment to insert the word 'Sunday' before 'amusements.' Are you ready for the question? All in favor say 'aye'; all opposed say 'no'; the ayes have it, the amendment is carried. The question now is upon the question as amended, which is: That our Club investigate Sunday amusements in our city. Are you ready for the question? All in favor say 'aye'; all opposed say 'no'; the ayes have it, the motion is carried and our Club will investigate Sunday amusements in our city."

(For the sake of brevity, the form of obtaining the floor is omitted. The reader must supply it in all Drills in Digest.)

Reconsider and Have Entered on the Minutes

QUIZ

1. What is the form of the motion To Reconsider and Have Entered on the Minutes?

Ans. "I move To Reconsider the vote on the motion (state motion) and Have it Entered on the Minutes."

2. What is the effect of this motion?

Ans. To prevent action required by the vote it is proposed to reconsider.

3. When may the motion To Reconsider and Have Entered on the Minutes be made?

Ans. It can be made *only* on the day the vote to be reconsidered was taken.

4. When may this motion be called up?

Ans. It cannot be called up until another day.

5. What is the object of the motion To Reconsider and Have Entered on the Minutes?

Ans. To prevent a *temporary majority* from taking action that is opposed by the *majority* of the society.

6. If an improper use of this form of the motion To Reconsider was made by applying it to a vote that required action before the next regular meeting, what would be the remedy?

Ans. Vote, that when the assembly adjourns it adjourns to meet on another day, appointing a suitable day, when the reconsideration could be called up and disposed of.

7. When a member in the minority thinks that a small quorum is voting against the wishes of a great majority of the society in adopting or Postponing Indefinitely a motion of importance, how proceed?

Ans. She should vote with the majority (in order to be with the prevailing side) and then move To Reconsider the vote on the motion and Have it Entered on the Minutes.

8. What effect would this have on the vote?

Ans. It has the effect of suspending all action required by the vote it is proposed To Reconsider; thus giving time to notify absent members of the proposed action.

9. Suppose it is too late for anyone to change her vote so as to move To Reconsider: what could be done?

Ans. Give notice of a motion to Rescind the vote at the next meeting, which may be done by a majority vote after this notice has been given.

10. Which is higher in rank, the motion To Reconsider; or To Reconsider and Have Entered on the Minutes?

Ans. To Reconsider and Have Entered on the Minutes outranks the simple form To Reconsider, and may be made even after the motion To Reconsider has been made, if the vote has not been announced.

11. If the motion To Reconsider and Have Entered on the Minutes is made when the simple motion To Reconsider is pending, what becomes of the simple motion To Reconsider?

Ans. It is ignored, or lost.

12. To what motions may To Reconsider and Have Entered on the Minutes be applied?

Ans. It may be applied only to votes which *finally* dispose of the main question, such as an affirmative or negative vote on adopting a Main motion; or an affirmative vote on Postponing Indefinitely a Main motion.

13. Is it in order at the last business session of a convention?

Ans. It is not, as it is then too late to call it up.

14. May it ever be called up on the day it was made?

Ans. Not unless it was the last day of a session of a convention or organization not having meetings as often as quarterly, then, any one may call it up at the last business meeting of the session.

15. When it is called up what is the difference in treatment from the simple form of the motion To Reconsider?

Ans. There is no difference.

16. May a vote be reconsidered in a standing or special committee?

Ans. Yes; regardless of the time elapsed since the vote was taken; providing, the motion was made by one who did not vote with the losing side; and that all members who voted with the prevailing side were present; or had been notified that a reconsideration would be moved.

DRILL

Reconsider Subsidiary Motion

1. Mrs. A.—"I move that our club have a telephone installed in the club room."
2. Mrs. B.—"I second the motion."
   Chair—"It has been moved and seconded that the club have a telephone installed in the club room. Are you ready for the question?" (or "Are there any remarks?")
3. Mrs. C.—"I move To Postpone the consideration of the question until our next meeting."
4. Mrs. D.—"I second the motion."
   Chair—"It has been moved and seconded To Postpone the consideration of the question until our next meeting. Are you ready for the question? All in favor say 'aye'; all opposed say 'no.' The noes have it and the motion is lost. The question before the house is That the Club have a telephone installed in the Club room. Are you ready for the question?"
5. Mrs. E.—"I move To Refer the question to a committee."
6. Mrs. F.—"I second the motion."
   Chair—"It has been moved and seconded To Refer the question to a committee. Are you ready for the question?"
7. Mrs. G.—"I move the Previous Question."
8. Mrs. H.—"I second the motion."
   Chair—"The Previous Question is moved on the immediately pending question."
9. Mrs. I.—"I move to Lay the Question on the Table?"
10. Mrs. J.—"I second the motion."
    Chair—"It has been moved and seconded to lay the question on the table."
11. Mrs. K.—"I voted with the prevailing side, and I move To Reconsider the negative vote upon postponing the question of installing a telephone."
12. Mrs. L.—"I second the motion."
    Chair—"It has been moved and seconded To Reconsider the vote on the postponement, but as there are motions of higher rank pending, they must be taken up first. The question before the house is to lay the question of installing a telephone on the table. All in favor of the motion say 'aye'; all opposed say 'no.' The noes have it and the motion To Table is lost. The question before the house is, a call for the Previous Question. As many as are in favor of ordering the Previous Question on the immediately pending question will rise. Be seated. Those

opposed will rise. Be seated. There not being two-thirds in favor of the motion, the negative has it, and the motion is lost. The question before the house is To Reconsider the negative vote on the postponement. Are you ready for the question? All in favor of reconsidering the vote on postponing the question of installing a telephone to the next meeting say 'aye'; all opposed say 'no.' The ayes have it. The motion is carried, and the vote is reconsidered. The question now is: To Postpone the consideration of installing a telephone in the club room until the next meeting. Are you ready for the question? All in favor say 'aye'; all opposed say 'no'; the ayes have it. The motion is carried, and the consideration of the question of installing a telephone in the club room is postponed until the next meeting."

(For brevity the form of obtaining the floor is omitted. The reader must supply it.)

RENEWAL OF A MOTION

QUIZ

1. How may a main motion or an amendment that has been carried or lost, be renewed at the same session?

Ans. By voting to Reconsider or to Rescind the vote which disposed of them which opens Main question to debate.

2. May these motions be renewed at future sessions?

Ans. Yes; if a Main question has been adopted, rejected or postponed indefinitely, it may be introduced again at the next and future sessions; as the assembly of one session cannot bind the assembly at another session unless by-laws so state.

3. How may a question be reached or nenewed at the next session if it was Postponed to the next session or Laid on the Table?

Ans. The question may be reached at the next session at the time to which it was postponed, or by taking it from the table.

4. How may a question be renewed at the next session if it has been adopted or rejected or Postponed Indefinitely, and the Motion to Reconsider was made and Entered on the Minutes?

Ans. By calling up the motion To Reconsider.

5. May the motion To Reconsider a question, be renewed at the same session?

Ans. Not unless the question has been materially amended when last reconsidered.

6. Can the motions, To Object to Consideration, To Fix the same time to which to Adjourn, or to Suspend the Rules for the same purpose, be renewed at the same meeting?

Ans. No; they cannot, but To Suspend the Rules may be renewed at another meeting the same day.

7. May the motions To Adjourn, To Take a Recess, and to Lay on the Table be renewed at the same session?

Ans. Yes; they may be made over and over again, provided there has been progress in debate or business.

8. Can a Point of Order, that has been raised and lost, be raised again at the same session?

Ans. No; it cannot.

9. If an Appeal has been raised, and the Chair has been sustained, can the Appeal be renewed upon the same ruling at the same session?

Ans. No; it cannot.

10. May the motion To Take from the Table, or Call for the Orders of the Day, be renewed at the same session?

Ans. Yes; after the business is disposed of, that was taken up after these motions were lost.

11. Can the motions To Postpone Indefinitely or to make the same amendment, be renewed at the same session?

Ans. No; but the other Subsidiary motions may be renewed as often as progress in business is such as to make the question practically a different one.

12. What motions do not constitute progress in business?

Ans. The making of the motions, To Adjourn, Take a Recess and Lay on the Table, do not justify the Renewal of a Motion.

13. Where meetings are not as often as quarterly, may motion be renewed?

Ans. Yes; motions that were carried or lost may be renewed at the next session.

14. May a correction to the minutes be renewed if it had previously been proposed and lost?

Ans. Yes; regardless of the time that has elapsed.

15. What is the duty of the Chair if motions are being renewed for the purpose of obstructing business?

Ans. The Chair should refuse to enterain such motions, as explained under Dilatory Motions, page 102.

"Nothing tends more to throw power into the hands of the opposition than a neglect of, or departure from, the rules of proceedings."

Chapter IX

COMMITTEES

Committeess Classified

1st, Boards of Managers, Directors, Trustees and Executive Committees, etc.

2nd, Standing and Special Committees.
Committee of the Whole.
As-if-in-Committee-of-the-Whole.
Informal Consideration.

Boards and Executive Committees

QUIZ

1. What are Boards and Executive Committees?

Ans. They are practically small, deliberative bodies, which are subordinate to the body that appoints them.

2. What are the duties of these Boards?

Ans. Their duties, authority and the number of their regular meetings, quorum and so on, are usually defined by the body who appoints them, in their By-Laws, or the Board may be authorized to adopt its own By-Laws.

3. What bodies appoint such Committees or Boards?

Ans. All bodies may; but generally bodies that do not meet often.

4. When an organization meets only once a year or quarterly, who transacts necessary business between meetings?

Ans. Such an organization usually delegates to a committee known as Boards of Directors, Managers, Trustees or Executive Committee all its authority with slight limitations to be exercised between meetings, and these Boards may appoint from their membership a smaller Board or Committee who shall have all the power of the Board between the meetings of the Board, just as the Board of Trustees, etc., has all the power of the Society between meetings of the Society, except that these subordinate Boards cannot modify any action taken by the superior body.

5. How are these Boards organized?

Ans. They are organized the same as any deliberative body with

a Chairman and Secretary whom they elect, if they are not provided for by the body which appointed them.

6. How do these Boards or Committees transact business?

Ans. Business is transacted practically the same as in the parent body; but in small Boards the informality observed by small committees is generally allowed.

7. Do the officers in these Boards hold their positions from year to year?

Ans. No; after each annual meeting new officers are elected, unless the parent organization provides for them, and all unfinished business is ended. Organizations have different methods, and they should be defined in the By-Laws.

8. Do these Boards report at annual meeting?

Ans. Yes; it is customary for the By-Laws to require an annual report, which report usually gives a brief account of its doings for the year, with recommendations or resolutions for the future.

9. Is this report accepted or adopted?

Ans. Yes; after discussion and amendment if necessary, the recommendations and resolutions are usually adopted, and published in the annual report as the Report of the Board, but no action is necessary on a mere statement of facts.

10. Who signs the Report of the Board?

Ans. The President and the Secretary; it is never signed by the members of the Board.

11. May the parent body alter the report of the Board?

Ans. No; it cannot alter the report of the Board; but it may decline to endorse it, or even allow it to be printed; but it cannot make it appear that the Board stated anything different from what it has reported. The minutes should read thus: "The Board submitted its report, which after discussion and amendment was adopted as follows:— the words in brackets having been "struck out," and the words in italics having been 'inserted' before the report was adopted." If for publication, a note should be inserted at the beginning of the report, explaining the meaning of the brackets and italics.

12. What are Ex-Officio Members?

Ans. Members who are members by virtue of their office.

13. When such a member ceases to hold the office, is she still an ex-officio member?

Ans. No; the ex-officio membership on the Board terminates automatically, when her term of office expires.

14. Is there any difference in privilege between an ex-officio member and other members?

Ans. No; if she is a member of the organization; unless in case the By-Laws make the President ex-officio member of all committees, in which case it is evident the intention to *allow* her to attend, not to *make* her act on all committees, therefore: in counting a quorum she should not be counted.

15. Is the President an ex-officio member of all committees?

Ans. No; the President is not a member of any committee, except by special rule, unless she is appointed by the organization.

16. If an ex-officio member of the Board is not a member of the organization, has she any priviliges?

Ans. Yes; she has all the privileges, including the right to vote, but none of the obligations of membership: as when the governor is, ex-officio, trustee of a college.

SPECIAL AND STANDING COMMITTEES

QUIZ

1. How are Standing Committees appointed?

Ans. They are appointed by the Assemblly, or by the President, generally for a year. The Constitution or By-Laws should prescribe the method.

2. Who acts as chairman of the committee?

Ans. The first member named on the committee acts as chairman, in his absence, the next named, and so on, unless another is designated by the appointing power, but the committee may, by majority vote, elect a chairman if none was appointed.

3. Who calls the committee together?

Ans. The chairman, but if she fails to do so, any two of the members may issue a call.

4. In a standing committee is a Secretary necessary?

Ans. The committee usually elects a Secretary who keeps a memorandum of what is done for the use of the committee.

5. Are members of the assembly eligible to attend meetings of the committee?

Ans. Only upon request of the committee by appointment, can members be present, and express their views; during deliberations members of the committee, only, have the right to be present.

6. What rules apply to the committee?

Ans. As far as practicable, the rules of the assembly apply, but there are *very important* exceptions to be observed.

7. Who's duty is it to notify the chairman of the committee's appointment?

Ans. The Secretary or clerk of the assembly should notify the chairman, and hand her the names of the members of the committee, and such papers and instructions as the assembly has decided upon.

8. Can debate be limited or closed in a committee?

Ans. No; motions to Limit or Close debate are not allowed in committee.

9. How often may a member speak in committee?

Ans. There is no limit to the number of times a member may speak.

10. Are members obliged to obtain the floor before speaking in committee?

Ans. Yes; if the committee is large; but if the committee is small it is not necessary, unless the committee so vote.

11. Does the chairman rise to put the question to vote, in small committees?

Ans. No. Nor is a second necessary, and the chairman need not leave the chair to speak or make a motion.

12. Why are these formalities unnecessary?

Ans. Because in a small committee, formality would hinder rather than facilitate business.

13. Must questions be put to vote in committee?

Ans. Yes; unless agreed to by general consent.

14. May the chairman speak to a question in committee?

Ans. Yes; the chairman is usually the most active worker and speaker on the committee.

15. May a vote be Reconsidered in a committee?

Ans. Yes; regardless of the time, or of previous reconsideration, in order to give the assembly the benefit of the mature judgment of the committee.

16. May a motion, To Reconsider a vote, be made by a member who was absent when the vote was taken?

Ans. Yes; it may be made by any one who did not vote with the minority.

17. What vote is required to carry a reconsideration in committee?

Ans. A two-thirds vote is required, unless every member who voted with the majority is either present, or has received notice that the vote is to be reconsidered.

18. Why is a two-thirds vote necessary?

Ans. To prevent taking advantage of the absence of a member or members in order to reverse the action of the committee, and allows members who were absent when vote was taken, to move To Reconsider.

19. May a committee act without a quorum present?

Ans. No. There must be a quorum present in order to transact business.

20. If a paper is referred to a committee may the committee alter it?

Ans. No. They should write their amendments on another paper.

21. Suppose there are many amendments; then how proceed?

Ans. It is better to amend by substitution, and submit it.

22. Suppose a resolution is referred to a committee when the motion to Postpone Indefinitely is pending?

Ans. The motion to Postpone Indefinitely is ignored as lost, and only the resolution goes to the committee.

23. If Amendments are pending when the resolution goes to the committee, how are they treated?

Ans. The committee is at liberty to ignore them, or to recommend their adoption or rejection.

24. If a paper originates with a committee, how proceed with its amendment?

Ans. All amendments must be incorporated in the paper.

25. How does the committee originate the paper?

Ans. Usually, one member has prepared a draft, which is read through, and then read by paragraph and amended.

26. After each paragraph is read, how does the Chair proceed?

Ans. The Chair asks, "Are there any amendments to this paragraph?" and proceeds in the same way with each paragraph until all have been read and amended.

27. Does the Chair take a vote upon each paragraph separately?

Ans. No vote is taken upon separate paragraphs, but after the whole paper has been read, and each paragraph amended, the paper is open to amendment as a whole, by striking out any paragraph or by inserting new ones, or by substituting an entirely new paper for it.

28. When is a Preamble considered?

Ans. The Preamble is considered last.

29. Is the motion "to rise" in order when a standing committee is ready to adjourn?

Ans. No; the motion "to rise" is never used in standing committees or boards, but when a *special* committee has finished the work assigned to it, then the motion "to rise" is in order, and "to rise" is also in order in Committee of the Whole.

SPECIAL COMMITTEES

QUIZ

1. Do the same rules apply to a Special committee that apply to a Standing committee?

Ans. Yes; when the committees are in session the rules of procedure are practically the same.

2. What are the duties of a Special committee?

Ans. To accomplish a specific purpose assigned to them by the assembly.

3. How can a meeting of a Special committee be called?

Ans. At the call of the chairman, or by any two of its members, every member being notified.

4. In small Special committees who acts as secretary?

Ans. The chairman generally acts as secretary.

5. When a Special committee has finished the business assigned to it, how does it adjourn?

Ans. *A motion is made that the committee "rise," and that the chairman or some member appointed report to the assembly.

6. When does a Special committee cease to exist?

Ans. As soon as the assembly receives its report.

7. When a Special committee adjourns without appointment, how do the members come together again?

Ans. At the call of the chairman, so that all of the meetings of the Special committee constitute one session.

8. What vote is required to discharge a Special committee?

Ans. A two-thirds vote of the assembly without notice, a majority vote with notice.

9. When a special committee adjourns to meet at another time, must absent members be notified?

Ans. Not necessarily, but it is advisable to notify all members if possible.

10. Does the holding of an annual meeting discharge a Special committee?

Ans. No; but in an elected body, as a Convention, Special committees that have not reported, cease to exist when the new officers assume their duties.

11. When a Special committee is discharged, what becomes of the papers turned over to the committees by the assembly?

Ans. The chairman returns to the Secretary of the assembly all papers and documents received from him.

*"Rise and report" is used, only, when the committee has finished the work assigned to it.

12. What should be the size of a committee appointed for quick action?
Ans. The committee should be small, and in favor of the proposed action.

13. What should be the size of a committee for deliberation or investigation?
Ans. The committee should be large, and represent all parties in the assembly in order that their report will carry greater weight.

14. Does the committee's action influence the assembly?
Ans. Yes; if the committee have been properly selected; their opinions carries great weight with the assembly.

COMMITTEE REPORTS

QUIZ

1. What would constitute the committee's report?
Ans. The committee should adopt the amended paper, including Preamble as amended, as their report.

2. Who reports to the assembly?
Ans. The chairman of the committee reports, or some member appointed by the committee.

3. What is usually the form of a committee's report?
Ans. Your committee to whom was referred (state what) beg leave to submit the following report, or your committee appointed to (specify) respectfully report, etc.

4. Who signs the report?
Ans. If the report is of much importance all the committee sign it, but when it is of little importance, it may be signed by the chairman alone, his signature being followed by the word, "Chairman"; she should not, however, put the word "Chairman" after her name unless she signs the report alone, by the authority of the committee.

5. What may precede the signature?
Ans. The words "Respectfully submitted," but it is not necessary.

6. If the report of the committee consists of a resolution or a set of resolutions, how proceed?
Ans. The reporting member states: "She is instructed by the committee to submit, and to move the adoption of the following resolutions."

7. What is the committee's report?
Ans. The report of a majority of the committee is the committee's *report*, but should never be called the majority report.

8. If there is a minority report, how proceed?

Ans. After the committee's report has been read, and the motion to adopt has been moved and stated, the reporting member of the minority obtains the floor and reads thus—"The undersigned, a minority of the committee appointed, desire to express their views upon the question."

9. If there is an objection to receiving the minority report, how proceed?

Ans. A motion must be made to allow the minority to present their report, which requires a majority vote, the question being undebatable.

10. Is the minority report acted upon?

Ans. It cannot be acted upon, except by a motion to substitute the minority report for the report of the committee.

11. Where the minority cannot agree, how proceed?

Ans. Each member may submit his views separately, or if a member agrees to the report with a single exception, he may write that he agrees to the report except (specifies what) and then signs the report.

12. What may a committee's report contain?

Ans. Only that which has been agreed to by a majority vote at a meeting where every member has been notified, or at an adjourned meeting, a quorum being present.

13. When it is impractical to have a committee meeting, or where members are appointed from different sections of the country, how proceed?

Ans. The report contains only what is *agreed* to by a majority of the members of the committee.

14. May a committee appoint sub-committees?

Ans. Yes; all except a Committee of the Whole; the sub-committees must report to the committee which appointed them, and never to the assembly.

15. Of whom must these sub-committees consist?

Ans. Of members of the committee, unless in cases where assistance is needed from others. In such cases it is best to appoint the committee with power to act, which means they are at liberty to take the steps necessary to carry out instructions.

16. When does a Standing Committee report?

Ans. A Standing Committee reports at the annual meeting upon everything referred to it during the year, but it may report before. (See page 164 for *forms* of reports.)

To Discharge a Committee

QUIZ

1. How is a committee discharged?

Ans. Automatically; when the committee has made its final report, and it has been received, the committee ceases to exist without any motion being made to discharge them. If it is only a partial report the committee stands: unless discharged by vote of assembly.

2. If the house wishes to take a question out of the hands of a committee, how proceed?

Ans. Move to reconsider the vote on the committal; but the motion can only be made on the same day, or day after it was committed, and before the committee had taken up the question.

3. If it is too late to reconsider, how proceed?

Ans. A motion should be made to discharge the committee, which requires a two-thirds vote, unless previous notice had been given, when it requires only a majority vote.

4. When the committee is discharged, how proceed?

Ans. The chairman of the committee returns to the Secretary all the papers that have been entrusted to her.

5. How is the question brought before the house again?

Ans. By a motion that the question (state what) that was referred, be now taken up, or the two motions may be combined; that the committee to whom was referred (state what) be discharged; and that the question be now considered; or be considered at some specified time.

Committee of the Whole

QUIZ

1. When an assembly wishes to consider a question with all the freedom of an ordinary committee *at once*, how proceed?

Ans. The motion is made That the assembly do now resolve itself into a Committee of the Whole, to consider such subject.

2. If the motion is adopted how does the Chair proceed?

Ans. The chairman calls another member to the Chair and takes her place as a member of the committee.

3. What rules govern the committee?

Ans. The same rules that govern the assembly with the following exceptions: The only motions in order are To Amend, To Adopt, and that the committee Rise and report;

An Appeal may be made, but it cannot be Tabled or Postponed, and each member can speak but once on an Appeal.

4. How can you limit or Extend Debate in a Committee of the Whole?

Ans. The assembly must regulate the debate before going into Committee of the Whole.

5. If no limit of debate is prescribed, how often may a member speak when in Committee of the Whole?

Ans. Each member may speak as often as she can get the floor, and as long as is allowed in debate in the assembly, but she cannot speak a second time if another member who has not spoken wishes the floor at the same time.

6. Can the Committee of the Whole extend the time of debate if the assembly has closed it at a certain time?

Ans. No. Not even by unanimous consent.

7. Can the Committee of the Whole refer a subject to another committee?

Ans. No, it cannot.

8. Can it alter the resolutions referred to it?

Ans. It cannot, but if the resolution originates in the committee then all the amendments are incorporated in it.

9. If the committee wished to have the assembly limit debate, how proceed?

Ans. A motion is made that the committee "Rise and report."

10. When a committee is through with the consideration of a subject referred to it, how proceed?

Ans. A motion is made that the committee "Rise and report."

11. The motion "To Rise" is equivalent to what motion?

Ans. To the motion "To Adjourn'" in the assembly, and is always in order in a committee of the whole (except while voting, or when another member has the floor.)

12. Is the motion "To Rise" debatable or amendable?

Ans. It is not.

13. As soon as the motion "To Rise" is adopted, what happens?

Ans. The presiding officer takes the chair, and the chairman of the committee, having resumed her place in the assembly, obtains the floor and says: "The Committee of the Whole has had under consideration (state what) and has directed me to report the same with (or without) amendments"; or "The Committee has failed to come to any conclusion on the subject."

14. If no amendments are reported, how does the Chair state the question?

Ans. The Chair states the question on the resolution, or other matter referred to the committee.

15. If amendments are reported, how proceed?
Ans. The reporting member reads them and hands the paper to the Chair, who states the question on the amendments as a whole and puts it to vote, unless a separate vote is asked on one or more amendments, in which case, such amendments are voted on separately, and a single vote it taken on all the others.

16. May the amendments be debated and amended?
Ans. Yes.

17. Does the Secretary keep a record in the minutes of the proceedings of the Committee of the Whole?
Ans. She does not, but should keep a memorandum of the proceedings for the use of the committee.

18. In large assemblies what does the Secretary do?
Ans. The Secretary vacates her chair which is occupied by the chairman of the committee, and the Assistant Secretary acts as Secretary of the committee.

19. Suppose the committee becomes disorderly, how proceed?
Ans. The presiding officer resumes the Chair and disolves the committee.

20. What constitutes a quorum in a Committee of the Whole?
Ans. The quorum is the same as in the assembly.

21. If there is no quorum present, can the committee do business?
Ans. They can only "rise and report" the fact to the assembly, which, in such case, must Adjourn.

AS-IF-IN-COMMITTEE-OF-THE-WHOLE

QUIZ

1. What is the form of th motion As-if-in-committee-of-the-whole?
Ans. "I move that the question be considered As-if-in-committee-of-the-whole."

2. If this motion is adopted, does it open the question to amendment and debate?
Ans. Yes; the same as in Committee of the Whole.

3. Name the principal differences between, As-if-in-committee-of-the-whole, and Committee of the Whole.
Ans. The presiding officer retains the chair, instead of vacating and appointing a chairman, and if any motion is adopted, except an amendment, it puts an end to the, As-if-in-committee-of-the-whole.

4. If in, As-if-in-committee-of-the-whole, another motion is adopted, aside from an amendment, what is its effect?

Ans. It would take away from the assembly the privilege of longer remaining in, As-if-in-committee-of-the-whole.

5. When the assembly acting, As-if-in-committee-of-the-whole, has finished amending the subject referred to it, how does the chairman proceed?

Ans. The chairman, without waiting for a motion to dissolve the assembly into its original status, announces the results of its deliberation and reports the amendments recommended.

6. How is the report treated?

Ans. It is acted upon the same as in the case of the Committee of the Whole.

7. Does the Secretary keep the minutes?

Ans. The Secretary keeps a memorandum of the proceedings for temporary use only.

8. Should the chairman's report be entered on the minutes?

Ans. Yes; as it belongs to the assembly's proceedings.

Informal Consideration

QUIZ

1. To what organizations is Informal Consideration especially adapted?

Ans. To small societies.

2. What is the form of the motion?

Ans. 'I move that the question be considered informally."

3. What is the object of the motion to consider informally?

Ans. To open the main question and its amendments to free debate.

4. How often may a member speak under informal consideration?

Ans. As often as the floor is not desired by a member who has not spoken.

5. To what does the informal discussion apply?

Ans. Only to the Main question and its amendments.

6. May the assembly Limit the Debate while considering informally?

Ans. Yes: by a two-thirds vote, the informality applying only to the number of speeches allowed.

7. Are the votes taken informally?

Ans. No; votes are formal; the informality applies only to the number of speeches.

8. How does Informal Consideration cease?

Ans. Automatically, as soon as the Main question is disposed of.

Acceptance of Reports

QUIZ

1. How may an assembly receive a report of a committee?

Ans. By the reporting member reading the report, or handing it to the Chairman or Secretary to be read.

2. How dispose of the report?

Ans. The reporting member moves the adoption of the report whenever practicable.

3. When the Chair has stated the question upon the adoption of the report, how proceed?

Ans. The report is then opened to debate, and the Subsidiary motions may be applied to it the same as to any Main motion, but its consideration cannot be objected to, if the assembly had referred the matter to the committee.

4. Can the assembly change the committee's report?

Ans. No; they cannot change the committee's report, but they can amend the report, amendments to be written on separate sheets of paper, and these amendments affect only that which the assembly adopts. If the committee's report was published, it should be printed exactly as the committee submitted it, with the amendments printed "below," or the words "struck out," should be in brackets, and the words "inserted" should be printed in italics, and a note inserted stating that fact.

5. If the report contains only a statement of fact or opinion, who moves to accept the report?

Ans. Any member may move to accept the report, and if carried, it has the effect of the assembly endorsing the statement.

6. How dispose of the treasurer's report?

Ans. Without any motion the Chair should say, "The report is referred to the auditors," or if there are no auditors, then the proper motion would be "I move that the report be referred to an auditing committee, the committee to be appointed by the Chair."

7. How dispose of the auditor's report?

Ans. The auditor's report should be accepted, which carries with it the endorsement of the treasurer's or financial report.

8. If the report concludes with a resolution or with resolutions, how proceed?

Ans. The reporting member moves their adoption.

9. If the committee report back to the assembly, a resolution

with an amendment, and makes no recommendation, how proceed?

Ans. The chair states the question and puts to vote: first, the amendment, then the resolution.

10. If the committee recommends that the resolution be Postponed Indefinitely or Definitely, how proceed?

Ans. The Chair would put the question first on the postponement, and if that lost, then on the resolution.

11. If the committee reports back a resolution with a substitute, and recommends its adoption, how proceed?

Ans. The Chair states the question on the substitute, then on the resolution, the substitute being treated like any substitute motion; if the substitute is lost, then the resolution is open to amendments; but if there were amendments pending when the resolution went to committee, the Chair first states the questions on those pending amendments, and when they are disposed of, the Chair states the question on the substitute.

12. How is a substitute motion treated?

Ans. The resolution is first perfected by amendments, then the substitute resolution is amended if desired; when both have been perfected, the question is put on the substitution, then on the resolution as amended by substitution; if the substitute is lost, the resolution is still open to amendment.

13. How accept a report from a nominating committee?

Ans. No vote should be taken upon it any more than as if the nominations had been made by members from the floor. If the nominating committee's report should be accepted, it does not take the place of an election; and nominations may be made from the floor.

14. If the report concludes with recommendations, how proceed?

Ans. Any member may move to adopt the recommendations.

15. If the membership committee recommends candidates for members, how proceed?

Ans. The Chair at once states the question on the reception of the candidates as members, unless the by-laws prescribe a different method.

16. How is a partial report treated?

Ans. The same as a final report if it requires action, but if it reports progress only, without recommendations, no action need be taken.

17. When a committee reports back a subject, paper, or resolution with amendments, how proceed?

Ans. The reporting member reads the amendments and moves their adoption, after which the Chair states the question on the adoption of the amendments, and calls for the reading of the first amendment, which is open to debate

and amendment, and when amendments are adopted or rejected, the next one is read, and so on until all are finished (admitting amendments to committees' amendments, but no others), when the Chair pauses for other amendments to be proposed and when they are voted upon, puts the question upon adoption of the report as amended, or the report may be adopted by general consent, without consideration of the committees' amendments separately.

RECEPTION OF REPORTS

QUIZ

1. When is it in order to receive reports?

Ans. When there is a place in the Order of Business, the Chair calls for them, but if the Chair fails to call for a report, any member may move that the report be now "received" (means "read").

2. If it is desired to call up the report before the time allotted for it, how proceed?

Ans. Move to Suspend the Rules, and allow the report to be received at once; which requires a two-thirds vote.

3. If there is no provision for receiving committees' reports on the program, how proceed?

Ans. The chairman of the committee obtains the floor, and informs the assembly that the committee on (such and such business) is now ready to report.

4. If there is any doubt as to receiving the report at this time how proceed?

Ans. The Chair puts the question to the assembly thus: "Shall the report be now received?" It requires a majority vote and is not debatable. Usually no vote is taken upon receiving reports, these matters being settled by general consent.

5. If the report of a Special Committee is final when the report is received what becomes of the committee?

Ans. The committee is discharged without vote, but if it is a partial report the committee still exists, unless the assembly vote to discharge the committee.

6. If the subject is re-committed, how proceed?

Ans. The committee is revived; unless referred to another committee.

7. How many reports may be submitted by a committee?

Ans. There may be two reports made, one by the majority and one by the minority, but the majority report is the *Report* of the committee, and must be so stated.

8. When is the minority report received?

Ans. The minority report is received immediately after receiving the report of the committee.

9. Is it necessary to act upon the minority report?

Ans. No action is taken upon the minority report, unless it is moved to substitute the minority report for the *Report*, then a vote must be taken.

10. What is the result if the vote carries?

Ans. If this motion should carry, then the minority report becomes the *Report* of the committee, and will be the *Report* to be acted upon by the assembly.

11. Is it proper to move to receive a report after it has been read?

Ans. No; it is not; the report is received *when* it is read.

12. After a motion is made to accept or adopt a report, may it be debated?

Ans. Yes; it stands before the society as any other question, subject to debate and amendment, just as if there had been no committee.

13. When a member submits a report or offers a resolution, and hands it to the Secretary to be read, does she thereby yield her right to the floor?

Ans. She does not, when the resolution or report is read, she can claim the floor and make the proper motion to accept or adopt, and when stated, she is entitled to the floor for debate.

14. May the Chair put the question upon accepting or adopting the report of a committee?

Ans. Yes; if she deems it advisable; as it seems useless to wait for a motion and second, when the report has been authorized by at least a majority of the committee; but it is better understood if the proper motion is made.

"The committee is the eye, and ear, and hand, and very often the brain of the Assembly. Freed from the very great inconvenience of numbers, it can study a question, obtain full information, and put the proposed action into proper shape for final decision.

THOMAS B. REED.

Chapter X

ELECTIONS

Nomination and Election

QUIZ

1. If the Constitution or By-Laws do not prescribe a method of nominating officers, how proceed?

Ans. Any member may make a motion prescribing the method of nomination for any office to be filled, thus: "I move that the nominations be by ballot; or that the nominations be from the floor; (or in open convention as it is sometimes called) or that the nominations be made by a committee; or by the chair, or by mail."

2. What is meant by the nominating ballot?

Ans. Each voter writing the name of a candidate prefered, on a ballot.

3. What are ballots?

Ans. Ballots are strips of paper upon which are printed or written the names of the candidates, or yes, or no, as the case may be.

4. What is the object of the ballot?

Ans. To allow members to vote for a candidate, without exposing their votes.

5. Who prepares the ballots?

Ans. The Secretary should prepare ballots before the meeting, either plain slips of paper, or better, have the name of each office printed on the ballot, as President, Vice-President, etc., and as each officer is voted for, tear off the name on your ballot, and write the name of your candidate underneath, and place it in the ballot box as your ballot.

6. Can any one be elected on the nominating ballot?

Ans. No; the nominating ballot is for nominations only.

7. If, on the nominating ballot one candidate receives a large majority of all votes cast, how proceed?

Ans. It is then in order for some one to move "That the Secretary or some member cast the vote of the convention for that candidate"; *"Provided your Constitution or By-Laws have made that provision, if not, the elective ballot must be taken."*

8. How proceed to make such provision in the Constitution or By-Laws?

Ans. Amend your Constitution or By-Laws, and have this rule printed in your Constitution or By-Laws under Elections: "When there is but one nominee for office; or when one person receives a large majority of the votes cast on the nominating ballot; then, by unanimous vote the Secretary or some member may be instructed to cast the vote of convention or organization."

9. Suppose some one should object to the Secretary casting the vote, even if you had such a law in your By-Laws, how proceed?

Ans. She would simply say: "I object" and it could not be done, and the elective ballot would have to be taken.

10. How shall the Secretary or member proceed to cast the ballot?

Ans. She writes the name of the candidate on a ballot, and while putting it in a ballot box in the hands of a teller, says: "I hereby cast the ballot of the convention (or the society) for Mrs. A. for President."

11. What does the teller do with the ballot?

Ans. The teller presents the ballot box to the President or Chairman of Election, who takes the ballot, announces the vote, and declares the candidate elected.

12. Can the Chair vote when the election is by ballot?

Ans. Yes, if she chooses.

13. To whom should the tellers turn over the ballots, after they have reported?

Ans. To the Secretary, who retains them, until it is certain that the assembly will not order a recount.

14. What vote is required to order a recount?

Ans. A majority vote.

15. Are members obliged to vote for some one of the candidates nominated?

Ans. No; every member is entitled to vote for any one she chooses, regardless of nominations.

(Closing nominations prevents the public endorsement of any other candidates, but does not prevent their being voted for, and elected.)

Nominations From the Floor

QUIZ

16. How proceed with election when nominations are from the floor?

Ans. If there are several nominees, the Chair will announce each

name as she hears it the Secretary keeping the list, and when the nominations close, they should be voted on in the order nominated, until one is elected.

17. If the nominations are in open convention or from the floor, and the vote is by ballot, how shall the assembly proceed?

Ans. Any number of members may nominate a candidate; these nominations need no second, and they will be voted on by ballot.

Nominating Committee

QUIZ

18. What is the object of having a nominating committee?

Ans. In order that the committee may interview members, and agree upon the members, whom they think are most suitable, and willing to serve.

19. Of what does their report consist?

Ans. Their report consists of a ticket, upon which is written the name or names of members who are willing to fill each office.

20. Is this report accepted?

Ans. No; nominations are treated as if made from the floor.

21. When the nominating committee submits its report, is it in order for the Chair to ask for nominations from the floor?

Ans. Yes; unless the Constitution or By-Laws of the society explicitly state, that no other nominations are to be considered.

22. When nominations are closed, how proceed?

Ans. Election may be by any method voted, unless a method is prescribed in the Constitution or By-Laws.

When Nomination and Election is by Ballot

QUIZ

1. Who conducts the election?

Ans. The President, or she may appoint her Parliamentarian or some efficient member as Chairman to conduct the election for her.

2. When the delegation has been cleared of those not entitled to vote, what is the first step in an election?

Ans. Ascertain the number that are entitled to vote.

3. How is this accomplished?

Ans. By the credential committee's report, or if there is no committee, by count.

4. What is the next step?

Ans. The Chair will appoint tellers. (See tellers' duties.)

5. When the tellers have been appointed, how proceed?

Ans. The Chair asks the distributing tellers to distribute the ballots.

6. When the ballots have been distributed, how proceed?

Ans. The Chair says: "This is the nominating ballot for President, and every member or delegate will write upon her ballot the name of the member whom she wishes to nominate for President."

7. When all have seemingly voted, what does the Chair say?

Ans. "The tellers will please collect the ballots," and when collected, the Chair adds, "Have all voted who wish?" and if there is no response, the Chair says: "The Chair declares the ballot or polls closed, and the tellers will proceed to count."

8. How proceed to count in small organizations?

Ans. The ballot should be read aloud. The first teller should read the name on the ballot aloud, the second teller should guard the ballot, and see that no mistake is made either in the reading, or in keeping tally; while the third teller should call the name aloud, write it down, count it, and call out the tally.

9. How keep tally?

Ans. The teller calls aloud, A. one, A two, A. three, A. four, A. tally; and the next candidate B. one, B. two, B. three, B. four, B. tally, and so on for each candidate. The one, two, three and four are designated by four straight lines, and tally or the fifth vote, by a straight line drawn diagonally across the four straight lines, as illustrated,—

Mrs. A. This method saves time by counting by fives, instead of repeating large numbers.

10. When the count on the nominating ballot is finished, how proceed?

Ans. The Chairman of the tellers makes out the report and hands it to the presiding officer who says: "This is the report of the tellers on the nominating ballot for President."

Number of votes cast	60
Mrs. A. received	29
Mrs. B. received	26
Mrs. C. received	4
ILLEGAL VOTES	
Mrs. D. ineligible	1
Total	60

11. After the report is read, how proceed?

Ans. The Chair says: "You will now prepare your elective ballot for President, and the tellers will proceed to collect at once."

12. When the tellers have collected the elective ballots how proceed?

Ans. The Chair says: "Have all voted who wish? If so, the Chair declares the ballot closed, and the tellers will proceed to count."

13. When the count is finished, how proceed?

Ans. The tellers hand the report to the presiding officer, who says: "This is the report of the tellers on the elective ballot for President.

Number of votes cast	60
Number necessary to elect, 31	
Mrs. A. received	41
Mrs. B. received	10
Mrs. C. received	9
Total	60

Mrs. A. having received 41 votes, which is a majority of all votes cast, I hereby declare Mrs. A. elected President of this organization (stating name) for the ensuing year; she is elected."

14. How elect the other officers?

Ans. Proceed in the same manner to nominate and elect all the officers.

15. Suppose on the nominating ballot Mrs. A. had received 50 votes instead of 29, which is a large majority of the votes cast, would it have been in order for the Secretary or some member to cast the ballot of the organization for Mrs. A. as President?

Ans. Not unless your Constitution or By-Laws had made the provision "That the elective ballot may be dispensed with by unanimous vote and the secretary or some member instructed to cast the vote of the assembly"; for if the Constitution states: "That the officers be both nominated and elected by ballot;" that is a secret vote, and any motion is out of order that requires a member to expose her vote, unless the Constitition or By-Laws so provides.

16. If the Constitution permits, and a motion is made that the Secretary or some member cast the unanimous vote of the assembly for a candidate, what vote is required?

Ans. A unanimous vote; one objection defeats the motion.

17. When does the election take effect?

Ans. Immediately, unless otherwise provided.

18. When does the officer-elect take possession of her office?

Ans. An officer-elect takes up her duties of office immediately, unless the rules specify the time.

19. If the officer-elected is absent, and has not consented, when does the election take effect?

Ans. It takes effect when she is notified of her election, provided she does not decline at once.

20. May the officers be elected all at one time?

Ans. Yes; or separately.

21. Which method is preferable?

Ans. To elect each officer separately has the advantage; for candidates not elected for one office, may be nominated for other offices.

TELLERS' DUTIES

QUIZ

1. Who appoints the tellers?

Ans. The President or Chairman of the election.

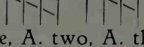
2. How many tellers should be appointed?

Ans. One or two sets of distributing tellers, and the same number of counting tellers. If it is a large gathering, more sets of tellers are needed, but in a small body, one set may be sufficient.

3. Where do the tellers procure the ballots?

Ans. The Secretary should have the ballots prepared for election, and ready to hand to the chairman of the distributing tellers; who gives them out to her sets of tellers, and assigns them their places for distributing and collecting the ballot; when directed by the chairman of election to do so.

4. How many tellers are included in a set?

Ans. Three, one to read the name aloud, one to guard, who does not read the name aloud, and one to keep tally who calls the name aloud, writes it down, and counts it thus: 

—A. one, A. two, A. three, A. four, A. tally; the tally indicates the fifth vote, and is a diagonal line drawn across the four straight lines. If A. receives more votes, begin over again and count A. one, A. two, and so on, making another set of bars and a tally, etc., and as B. C. and others receive votes, keep tally the same way; thus counting by fives, instead of repeating the large numbers every time, as A. fifteen, A. sixteen, B. twenty-two, B. twenty-three, etc., thus saving time.

5. If it is a large gathering, who has charge of the tellers?

Ans. The Chairman of Election appoints a chairman of the distributing tellers, and a chairman of the counting tellers.

6. What are the duties of the distributing tellers?

Ans. The distributing tellers distribute and collect the ballots as directed by the Chairman of Election, and when collected, hand them to the chairman of the distributing tellers, who holds them, until directed by the Chairman of election to turn them over to the chairman of the counting tellers.

7. What are the duties of the counting tellers?

Ans. The chairman of the counting tellers gives the ballots to the different sets of counting tellers in an adjoining room or rooms, and they begin their task of counting; when finished, the chairman takes the report to the Chairman of the election.

8. Of what does the report of the counting tellers consist?

Ans. Number of votes cast. Number necessary for election, if it is the elective ballot. Candidate receiving highest number of votes should be named first, next highest next, and so on.

9. Should blanks be counted?

Ans. All blanks should be thrown out as waste paper.

10. Should fraudulent votes be reported?

Ans. Yes; under the head of "Illegal Votes."

11. What would be called an illegal vote?

Ans. When two or more ballots are folded together for one person, they are both rejected, and any votes cast for an ineligible person should be rejected, but small, technical errors should not be noticed, if the meaning of the ballot is clear.

12. If the tellers cannot decide as to the legality of a vote, how proceed?

Ans. Report to the President or Chairman of Election, who may submit the question to the assembly to decide.

13. Should the Secretary record the report of the tellers?

Ans. Yes; the full report of the tellers should be recorded, unless the assembly vote otherwise.

Chapter XI

CONSTITUTION AND BY-LAWS

Constitution and By-Laws

QUIZ

1. What rules should the Constitution contain?

Ans. The Constitution should contain only the fundamental principles of an organization, which cannot be suspended or easily changed. The Constitution usually contains six Articles, but may contain more, which, for convenience, may be subdivided into sections or articles.

Article I.
Name of Organization.
Article II.
Object to be Obtained.
Article III.
Officers and Directors.
Article IV.
Annual Meeting and Election.
Article V.
Members.
Article VI.
Provision for Amendment.

2. What rules should the By-Laws contain?

Ans. The By-Laws are subordinate to the Constitution, but contain matter of greater detail, and should be more easily changed than the Constitution, but not subject to suspension. Every organization should formulate By-Laws to suit the needs of the society, and they should cover the following points:

Article I.
Duties of Officers.
Article II.
Meetings.
Article III.
Membership.
Article IV.
Dues.
Article V.
Parliamentary Law.
Article VI.
Quorum.
Article VII.
Duties of Executive Board and Auditor.
Article VIII.
Amendment.

Amendment of Constitution and By-Laws

QUIZ

1. How may the Constitution and By-Laws be amended?

Ans. Usually by previous notice and a two-thirds vote, but every organization should adopt rules for the amendment of its Constitution and By-Laws, adopted to its own needs; and the By-Laws should be made easier to amend than the Constitution. If it is desired to permit the suspension of any By-Law, provision must be made in the By-Laws for its suspension.—R. O. R. 267.

Note: The Constitution cannot be suspended; except in case the election is by ballot, then provision may be made in the Constitution, that if there is but one candidate, the ballot may be dispensed with by unanimous vote and a viva voce vote taken.—R. O. R.

2. If no rule has been adopted for the amendment of the Constitution or By-Laws, how proceed?

Ans. The Constitution and By-Laws may be amended at any regular business meeting, by a majority of the entire membership, or by a two-thirds vote, if written notice was given at the previous regular business meeting.

3. Where organizations meet only once a year, how Amend? the Constitution and By-Laws.

Ans. The Constitution or By-Laws should provide that copies of the amendments to be voted upon at Convention, be sent with the notices or programs to the members or constituency, or that notice of the amendment (stating amendment) should stand in the Year Book the entire year, in order that every member may have time to consider it. (In some organizations the By-Laws may be amended at Convention by a two-thirds vote without notice, by special rule in the By-Laws.)

4. When an amendment is proposed to the Constitution or By-Laws, how is it treated?

Ans. As a main motion; but no amendment is in order that increases the change to be made in the rule when notice was given; if allowed it would defeat the object of previous notice.

5. In amending the Constitution or By-Laws is it necessary that the notice be in writing?

Ans. If only Notice of an amendment is required, it may be given orally, and only the meaning or purport of the amendment given; but if the rule requires that the amendment must be submitted in writing at the previous regular meeting, then the written amendment must be submitted at the previous regular meeting.

6. If a committee were appointed to revise the By-Laws and report at a certain meeting, would it be necessary to give notice of the amendments before voting upon them?

Ans. No; when the revision committee reported, the amendments could be acted upon immediately, if the By-Laws reuired only previous notice of an amendment.

7. If the By-Laws required notice of amendment to be submitted at the previous regular meeting, in writing, how proceed?

Ans. The revision could not then be taken up, until the next meeting after the committee had reported the amendments.

8. May a committee offer a Substitute for the By-Laws?

Ans. Yes; as a Substitute is an amendment, and all changes in the By-Laws are made by amendments.

9. Does an amendment go into effect immediately when adopted?

Ans. Yes; unless specified to the contrary, or the assembly has a rule to that effect.

10. How specify to the contrary?

Ans. "I move to adopt the amendment, provided it does not go into effect until after close of this meeting.' etc.

11. Must the revision committee renumber the sections and paragraphs when amending the By-Laws or Constitution?

Ans. Not necessarily, it is the duty of the Secretary to make all such corrections which are rendered necessary by amendment.

Order of Business

QUIZ

1. What rules are included in Order of Business?

Ans. Only the rules relating to the orderly transaction of business.

2. Under what heading do these rules appear?

Ans. Under "Order of Business."

3. Should the Order of Business be incorporated in the By-Laws?

Ans. No; as a society frequently desires to change the usual order of business, in order that some special matter may receive immediate attention.

4. How transact business out of its proper order?

Ans. By the use of the Incidental motion, Suspend the Rules, which requires a two-thirds vote.

Amend, Rescind or Suspend Standing Rules

QUIZ

1. What are standing rules?

Ans. Standing rules are simply motions or resolutions that have been adopted by a majority vote at any regular meeting of a society, and remain in force until amended, suspended or rescinded.

2. May the vote on a Standing Rule be Reconsidered?

Ans. Yes; the vote on their adoption or amendment may be Reconsidered.

3. What vote is required to suspend a Standing Rule?

Ans. A majority vote may suspend a standing rule for that meeting.

4. What vote is required To Amend or Rescind a Standing Rule?

Ans. A two-thirds vote without notice, but a majority vote may

Amend or Rescind a Standing Rule if notice had been given at the previous meeting, or in the Call.

5. Are Standing Rules adopted when the society is organized?

Ans. No; they are generally adopted from time to time as needed.

6. If it is desired to do away with a standing Rule, how proceed?

Ans. Move to Rescind the vote which adopted that rule; which requires a two-thirds vote without notice, or a majority vote if notice has been given.

7. Where should the Standing Rules be recorded?

Ans. The Secretary should record them under a special heading, entitled Standing Rules, giving date when rule was passed, in order to prevent the task of searching through minutes of previous meetings in order to find them.

8. Do Standing Rules hold over from year to year?

Ans. Yes; any resolution adopted by the society remains in force until amended or rescinded by the society.

9. Give example of a Standing Rule?

Ans. "I move that we adopt the red carnation as our Club flower." "I move that the meetings of the club begin at 2:30 P.M. from October 1st to January 30th, and at 2 P.M. the remainder of the year."

MODEL FOR A CONSTITUTION

(The purport of Articles in this Constitution and By-Laws may be varied in order to meet the needs of the society in question.)

ARTICLE I.

NAME

The name of this organization shall be, The Improvement Club.

ARTICLE II.

OBJECT

The object of this Club shall be, The Betterment of Mankind.

ARTICLE III.

OFFICERS AND DIRECTORS

The Officers of this club shall be a President, a Vice-President, Recording Secretary, Corresponding Secretary, Parliamentarian and Treasurer, who together with four Directors shall constitute the Executive Board.

ARTICLE IV.

ANNUAL MEETING AND ELECTION

Section 1. The Annual Meeting shall be held the second regular meeting in April.

Sec. 2 All Officers and Directors shall be nominated and elected by ballot at the Annual Meeting; and shall hold office until their successors are elected; except the elective ballot may be

dispensed with by unanimous vote when there is but one nominee: or when one person receives a large majority on the nominating ballot: then by unanimous vote, the Secretary or some member may be instructed to cast the vote of the Club.

Sec. 3. Officers and Directors shall remain in office until their successors are elected.

Sec. 4. No member shall be eligible to the same office for more than two consecutive years [See pages 179, 148, 131 and 129 for forms for Nominations and Election.]

ARTICLE V.

MEMBERS

Members shall be Active, Associate and Honorary.

ARTICLE VI

AMENDMENTS

This Constitution may be amended at any regular business meeting of the Club by a two-thirds vote; provided the amendment was presented in writing at the two previous regular business meetings.

MODEL FOR BY-LAWS

ARTICLE I.

DUTIES OF OFFICERS

President

Section 1. The President shall preside at all meetings of the Club and Executive Board; appoint standing committees and Auditors, call special meetings, present an address at the Annual Meeting. She shall have general supervision over all plans for extending, unifying and rendering efficient the work of the Club, and perform such other duties as pertain to her office. See President's duties, page 31.)

Sec. 2. The Vice-President shall assist the President, and in the absence of the President, the Vice-President shall discharge the duties of the President; and in case of resignation or death of the President, the Vice-President becomes President for the unexpired term, unless the rules specify how vacancies shall be filled.

Recording Secretary

Sec. 3. The Recording Secretary shall keep a correct record of all the proceedings of the meetings of the Club and the Executive Board, stating what was done, and not what was said unless otherwise specified. (See minutes.) She shall keep a roll of the members, and call the roll when required. Shall notify officers, committees and delegates of their election or appointment, and furnish committees with papers referred to them, and delegates with credentials. Shall draw and sign with the President all orders on the Treasurer authorized by the Club, unless otherwise specified. Shall keep a list of the standing and special committees, as well as the Constitution, By-Laws and Standing

Rules of the organization.* If the President and Vice-President are absent when the hour arrives for opening the session, the Secretary should call the meeting to order, and have a chairman pro tem elected at once. When the vote is by ballot, the votes of each side should be recorded.

The Secretary shall have charge of all records and papers of the Club, except such as are assigned to others. At the expiration of her term of office the Secretary shall turn all records and papers over to her successor, and shall render a written report at the Annual Meeting.

Corresponding Secetary

Sec. 4. The Corresponding Secretary shall conduct the correspondence of the Club, except where otherwise provided. Send out all notices of meetings when necessary. Notify applicants for membership of their election, or rejection, and perform such other duties as are prescribed in the By-Laws.

Parliamentarian

The Parliamentarian shall act as adviser to the President and Society upon points of Parliamentary Law; handing to the Chair, or reading if requested, any data, as By-Laws or Rules, relating to the business pending. She should sit near the Chair, so as to be convenient for consultation, and when something is done out of order she should call the attention of the Chair to it in an unobstrusive manner. She should advise the revision committee.

Treasurer

Sec. 5. The Treasurer shall be the custodian of all funds of the Club, unless otherwise provided.

She shall keep an itemized account of all receipts and expenditures, and file vouchers of their payment.

She shall pay out Club funds only by order of the Club; the order to be signed by the President and countersigned by the Secretary. She shall report quarterly to the Club, and render a written audited report at the annual meeting.

FORM FOR TREASURER'S REPORT

Treasurer's Report of the Improvement Club for the quarter ending March 31st, 1923.

Receipts

Balance on hand January 1, 1944		$110.00
Initiation fees	$230.00	
Members' dues	420.00	
Receipts from Luncheons	50.00	
	$700.00	700.00
Total		$810.00

* When an amendment is made to the Constitution, By-Laws or Standing Rules, in addition to being recorded on the minutes, it should be recorded on the blank page opposite the article amended with reference to the date and page of the minutes where recorded.

Disbursements

Stationery	$ 10.00	
Printing	115.00	
Rent	260.00	
Donations	260.00	
	$505.00	505.00
Balance on hand March 31, 1920		305.00
Total		$810.00

J——— G———
Treasurer.

AUDITOR'S REPORT

We have hereby examined the books and vouchers of Mrs. J— G—, the Treasurer of the Improvement Club, for the quarter ending March 31st, 1944, and find them correct with proper vouchers, and balance on hand of $305.00.

Mrs. E——— D———
Miss N——— B———
Auditors.

ARTICLE II.

MEETINGS

The regular meetings of the Club shall be held every Monday from 2 to 4 P.M., from October to June inclusive, in Grant Hall.

Time and place of meeting may be changed by the Executive Board or by a two-thirds vote of the Club.

(Be sure to have a "proviso" for changing the time and place of meeting, if it is in the By-Laws; otherwise, put it in a Standing Rule).

Special meetings of the Club may be called by the President, or upon the request of seven members.

Meetings of the Executive Board shall be held the first and third Mondays of each month, preceding the regular meetings of the Club.

Special meetings of the Board shall be called by the President, or upon request of three members of the Board.

ARTICLE III.

MEMBERSHIP

Section 1. The name and initiation fee of a candidate for membership, including active and associate, must be presented to the Executive Board by a member of the Society, indorsed by two other members.

Sec. 2. Associate members shall be exempt from the duties of active members.

Sec. 3. Honorary membership is complimentary, and carries with it the privilege of the meetings; but if a member also, the honor does not conflict with the member holding a real office.

(If a society wishes to have honorary officers or members, it

is well to provide in the By-Laws for them. Unless the By-Laws state to the contrary, these are simply complimentary positions, carying with them the right to attend the meetings and to speak, but not to make motions or vote.)

ARTICLE IV.

DUES

Sec. 1. The dues of active members shall be five dollars.
Sec. 2. The dues of associate members shall be ten dollars.
Sec. 3. Initiation fee shall be three dollars.
Sec. 4. Members whose dues are not paid for the ensuing year, shall be debarred from voting at the Annual Meeting.

ARTICLE V.

QUORUM

Fifteen members shall constitute a quorum of the Club, and five a quorum on the Executive Board.

ARTICEL VI.

DUTIES OF EXECUTIVE BOARD AND AUDITORS

The Executive Board shall have power to pass upon the names of candidates for membership, and transact other business for the Club; their report to be subject to the approval of the Club.

AUDITORS

The Auditors shall examine into detail of dates and separate payments of the Treasurer's books, see if the vouchers and books are correct, and present a written report at the Annual Meeting.

ARTICLE VII.

PARLIAMENTARY LAW

Gleason's Parliamentary Digest shall be authority upon all questions not covered by the Constitution and By-Laws.

(In order to avoid conflicting opinions, no organization should attempt to conduct business without having first adopted some Parliamentary Manual as authority, in all cases not covered by its own Constitution and By-Laws.)

ARTICLE VIII.

AMENDMENTS

These By-Laws may be amended at any regular business meeting of the Club by a two-thirds vote; notice of said amendment having been given at the previous regular business meeting.

Chapter XII

ORGANIZATION

PERMANENT ORGANIZATION

QUIZ

1. How many meetings are necessary in order to organize a Permanent society?

Ans. Two meetings, the First or Temporary meeting, and the second meeting for Permanent organization.

2. What is a Permanent society?

Ans. An organization formed for special purposes, and intended to continue indefinitely.

FIRST OR TEMPORARY MEETING

QUIZ

3. What is the first step necessary for a Temporary meeting, preliminary to organizing a Permanent society?

Ans. A Call for the meeting.

4. Who makes the Call, and what are the preliminary steps necessary?

Ans. The persons who are interested in forming the society make the Call, and should consult together, and agree upon a time and place of meeting; how the notice shall be given; who shall call the meeting to order; who shall nominate the Chairman; who shall be nominated for Chairman, and who shall explain the object of the meeting.

5. When the Call and preliminary steps are complete, how proceed?

Ans. Call to order, and elect a Chairman.

6. How proceed to elect a Chairman?

Ans. When the time arrives for the opening of the meeting, the one chosen for that purpose steps to the front and says: "The meeting will please come to order," and when order has been obtained, says: "I move that Mrs. A. act as Chairman of this meeting," and when the motion is seconded, continues, "It has been moved and seconded that Mrs. A. act as Chairman of the meeting; those in favor say 'aye'; those opposed say 'no'; the ayes have

it, the motion is carried, and Mrs. A. is elected Chairman, will she please take the chair;" or the person who called the meeting to order may act as Chairman and call for nominations for Chairman, which are put to vote in the order nominated.

7. When the Chairman takes the chair, how proceed?

Ans. The Chair says: "The first business in order is the election of a Secretary; nominations for Secretary are in order."

8. When a number of nominations have been made, how proceed?

Ans. The Chair puts them to vote in the order in which they were nominated, beginning with the first, thus; "As many as are in favor of Mrs. B. acting as Secretary, say 'aye'; those opposed say 'no.'" If the motion is lost the Chair takes the next name nominated, "As many as are in favor of Mrs. C. acting as Secretary say 'aye'; those opposed say 'no'; the ayes have it, the motion is carried, and Mrs. C. is elected Secretary; will she please take her place at the desk?"

9. After the Secretary is elected, are there any other officers necessary before business can be transactd?

Ans. No; the Chairman and Secretary are all the officers necessary for a Temporary organization, but others may be elected in the same way, if desired.

10. Is the Temporary meeting subject to Parliamentary rulings?

Ans. Yes; the Temporary organization is complete, and all the rules of Parliamentary procedure are in force.

11. If there was a Call or notice sent out for the meeting, how proceed?

Ans. The Chair calls upon the Secretary to read the Call; or if no Call was sent out, she asks some one to state the object of the meeting.

12. After the object of the meeting has been stated, how proceed?

Ans. It would be in order for someone interested in forming the society to offer a resolution to that effect.

13. Mrs. D. (obtaining the floor)—"I move the adoption of the following resolution:

Whereas, There are many foreign-speaking people within our midst who are ignorant of our language and institutions;

Whereas, There is no public society in our city where foreigners may become acquainted with American principles and standards, therefore,

Resolved, That it is the sense of this meeting, that we organize an Americanization Society on this city."

14. Mrs. E.—"I second the motion."

Chair—"It has been moved and seconded to adopt the following resolution (state the resolution). Are you

ready for the question? (or "Are there any remarks?") All in favor say 'aye': all opposed say 'no'; the ayes have it, the motion is carried, and the resolution (state it) is adopted."

15. After it has been decided to form a society, what is the next business?

Ans. Mrs. G. obtains the floor and moves: "That a committee of five be appointed by the Chair to draft a Constitution and By-Laws for the Americanization Society, and report at an adjourned meeting."

16. Mrs. H.—"I second the motion."
Chair—"It has been moved and seconded that a Committee of five be appointed by the Chair to draft a Constitution and By-Laws for the Americanization Society, and report at an adjourned meeting; Are you ready for the question? All those in favor of the motion say 'aye'; all opposed say 'no.' The ayes have it, the motion is carried and the Chair will appoint Mrs. C., D., E., F., and G. on the committee to draft the Constitution and By-Laws for the Americanization Society. Is there any further business to come before us?"

17. Mrs. I. (obtaining the floor)—"I move that when we adjourn, we adjourn to meet next Tuesday in Whitehall, at 3 P.M."

18. Mrs. J.—"I second the motion."
Chair—"It has been moved and seconded that When We Adjourn, we Adjourn to meet next Tuesday afternoon at 3 o'clock in Whitehall. All in favor say 'aye'; all opposed say 'no'; the ayes have it, the motion is carried, and When we Adjourn, we will adjourn to meet next Tuesday afternoon at 3 o'clock in Whitehall."

19. Mrs. K.— (obtaining the floor)—"I move To Adjourn."

20. Mrs. L.—"I second the motion."
Chair—"It has been moved and seconded to Adjourn. All in favor say 'aye'; all opposed say 'no'; the ayes have it, the motion is carried, and we are adjourned to meet next Tuesday afternoon at 3 o'clock in Whitehall."

Second Meeting

Adoption of Constitution and By-Laws

QUIZ

1. In forming a Permanent Organization, what officers serve at the second meeting?

Ans. The officers elected at the first or Temporary meeting serve until the Permanent officers are elected.

2. When the hour arrives for opening the second meeting, who calls the meeting to order?

Ans. The Temporary Chairman calls the meeting to order, and directs the Secretary to read the minutes of the last meeting.

3. How are these minutes treated?

Ans. They are open to corrections the same as the minutes of any society, and if no corrections are made the Chair says: "The minutes stand approved as read."

4. After the approval of the minutes, how proceed?

Ans. The Chair announces the next business in order which is, hearing the report of the committee on the Constitution and By-Laws.

5. Who gives the report?

Ans. The Chairman of the committee obtains the floor and says: The committee appointed to draft a Constitution and By-Laws for the Americanization Society, begs leave to submit the following report, which she reads, moves the adoption, and hands the report to the Chair.

6. After the motion is seconded, how does the Chair proceed?

Ans. The Chair says: "It has been moved and seconded to adopt the Constitution and By-Laws reported by the committee. The question is on the adoption of the Constitution, which will now be read."

7. Who reads the Constitution for amendment?

Ans. The Chairman of the committee or the Secretary, as the Chair directs.

8. May the second reading of the Constitution be dispensed with?

Ans. Yes; by general consent, and the Chair has the Constitution read one paragraph at a time; after the first paragraph is read, the Chair asks: "Are there any amendments to this paragraph?" When through amending this paragraph, the Chair orders the next paragraph to be read, and calls for amendments.

9. Should a vote be taken upon each paragraph separately?

Ans. No; for a motion has already been made to adopt the Constitution and By-Laws.

10. When all the paragraphs have been read and amended, how does the Chair proceed?

Ans. The Chair then says: "The entire Constitution is open to amendment, are there any additional paragraphs or amendments to the Constitution? Are you ready for the question?" If no one wishes to speak, the Chair puts the question: "As many as are in favor of adopting the Constitution as amended say 'aye'; those opposed say 'no'; the ayes have it, the motion is caried, and the Constitution is adopted." Only a majority vote is required to adopt a Constitution of a *new* Society, or to amend it before it is adopted. R. O. R. page 288.

11. If the Chair neglects to have the Constitution considered by paragraph, how proceed?

Ans. Any one may move that the Constitution be considered Seriatim.

12. If the Constitution requires that members must sign it, and pay the initiation fee before becoming members, how proceed?

Ans. The Chair states the fact, and a motion is made and carried to Take a Recess of ten minutes in order that the Constitution may be signed by those desiring to become members.

13. After the recess has expired, how proceed?

ns. The Chairman calls the meeting to order, and asks the Secretary to call the roll.

14. Why was it necessary to call the roll?

Ans. In order that all may know who are members, and thereby; entitled to take part in the business proceedings.

15. What is the next business step?

Ans. The Chair says: "The question before the house is on the adoption of the By-Laws as reported by the committee; the Secretary will please read them."

16. When the By-Laws are read, how proceed?

Ans. They are treated just as in the case of the Constitution, amending one paragraph, article or section at a time, and when all have been amended, putting the question on their adoption; the motion to adopt, having been made when the committee made its report.

17. When the By-Laws are adopted, what is the next business?

Ans. The election of the permanent officers of the society.

18. How are the officers nominated?

Ans. The By-Laws should prescribe the method of nominating the officers, which By-Laws should be strictly followed.

19. If the By-Laws do not prescribe the method of nominating the officers, how proceed?

Ans. The Chair asks: "How shall the officers be nominated?"

Election of Officers

QUIZ

20. What then would be in order?

Ans. Any method of making nominations would be in order. A member may obtain the floor and move that nominations be made from the floor; or by ballot; or that the Chair appoint a committee to nominate the officers of the society.

21. If the motion is adopted that the Chair appoint the committee, how proceed?
Ans. The Chair appoints the committee, and they retire in order to agree upon a ticket.

22. During the absence of the committee, how proceed?
Ans. The society may Take a Recess, or transact any other business it chooses.

23. When the committee returns to the hall, how proceed?
Ans. The Chair disposes of pending business, and calls upon the committee to report.

24. Who gives the report?
Ans. The Chairman of the committee reads the list of names and hands it to the Chair, who reads the list and asks: "Are there any further nominations?"

25. Can any member nominate other candidates for office?
Ans. Yes; any member may rise, and after addressing the Chair, may nominate any one she chooses for office, or she may nominate one person for each office, thus making a new ticket.

26. How does the Chair proceed when nominations are being made?
Ans. The Chair announces the nominations as made, and when she thinks nominations are through, she asks; are there any further nominations?

27. If the By-Laws prescribe that the election shall be by ballot, how proceed?
Ans. The Chair appoints tellers and directs them to distribute ballots, upon which each member writes the name of each office, and the person for whom she votes to fill that office.

28. When the ballots are filled out, how proceed?
Ans. The Chair directs the tellers to collect the ballots, and then inquires if all have voted who wish, and if no response, the Chair declares the Polls closed, and directs the tellers to count the ballots. (See Nomination and Election by Ballot.)

29. When the ballots are counted, how proceed?
Ans. The Chairman of the tellers hands the report to the Chair, and the Chair declares all the candidates elected who received a majority vote.

30. Do the new officers take their seat of office at once?
Ans. Yes; the Temporary officers are immediately replaced by the Permanent officers just elected. If the President is elected on the first ballot she immediately takes the chair.

31. In case any of the offices remain unfilled, how proceed?
Ans. The Chair directs the tellers to distribute blank ballots.

and directs the assembly to prepare ballots for those offices, and balloting is continued until all offices are filled.

32. Is balloting limited to the nominees?

Ans. No: every member may vote for any eligible member, whether nominated or not.

33. After the officers are elected, how proceed?

Ans. The Chair should announce business that requires immediate attention, such as committees to be appointed as provided in the By-Laws, and the time and place of the next meeting fixed, and perhaps an adjourned meeting may be necessary.

34. When the business is finished, how proceed?

Ans. A motion to Adjourn is in order, and if the motion is carried, the Chair announces the vote, and declares the assembly adjourned.

Mass Meeting

QUIZ

1. How is a mass meeting called, and how are officers elected?

Ans. Practically, in the same manner as at the first meeting of a Permanent organization, or a Temporary meeting.

2. After the Chairman and Secretary are elected, how proceed?

Ans. The Chair directs the Secretary to read the Call for the meeting, then calls upon some one to explain the Call, or the Chair may explain it.

3. After the Call is explained, how proceed?

Ans. Someone should offer a series of resolutions previously prepared, or if no resolutions have been prepared, a motion should be made that a committee be appointed by the Chair to draft resolutions.

4. After the resolutions have been disposed of, how proceed?

Ans. When the object for which the meeting was called has been accomplished, the meeting adjourns.

Organized Convention

QUIZ

1. How is a convention called to order?

Ans. The President (as the presiding officer is usually called) raps with her gavel and says: "The convention will please come to order."

2. What is the nature of the opening exercise of a convention?

Ans. The opening exercises depend upon the nature of the convention, the program being the President's guide.

3. What is the first business step in a convention?

Ans. The first business step in a convention is the report of the credential committe and its adoption.

4. Why is this necessary?
Ans. In order that the convention may know who are entitled to vote.

5. What constitutes the voting body of a convention?
Ans. The delegates from the various organizations who have been accredited by the credential committee, and such ex-officio members, as officers, superintendents, chairmen, etc., as are provided for by the Constitution.

6. What is the second business step in a convention?
Ans. The second business step is the report of the program committee and the adoption of the program.

7. Why?
Ans. Because the program becomes the Orders of the Day.

8. What is the third business step in a convention?
Ans. The report of the rules and regulations committee, and the adoption of their recommendations.

9. How should the credential and program committees be appointed?
Ans. The by-laws should prescribe the method. It is usually done at the previous convention, or by the Executive Board, or the President.

10. What are the duties of the credential committee?
Ans. To be at the convention early, in order to receive and examine the credentials of delegates and to furnish each delegate with a badge as she registers, as an evidence of her being a delegate, and to be ready to report as soon as the opening exercises are concluded.

11. What is the nature of the credential committee's report?
Ans. The report usually consists of a list of the delegates and their alternates, if any, whose credentials have been found correct, and of the ex-officio members of the convention; no one being on the list who has not registered as present.

12. Who reads the report of the credential committee?
Ans. The chairman of the committee reads the report if she has a good voice, if not, it should be read by someone who has been appointed for the purpose of reading reports, announcements and resolutions.

13. If there is a case of contest between two delegations, who decides?
Ans. The credential committee; but if the committee cannot decide, they should omit both sets of delegates from the list, and report the contest.

14. Is the credential committee's report debatable?

Ans. Yes; after the motion to adopt the report is stated by the Chair, it is debatable and may be amended.

15. Who are entitled to vote upon the report?

Ans. Only those whose names are on the accredited list of delegates reported by the committee.

16. Upon the motion to substitute one delegation for another, which delegation can vote?

Ans. Neither delegation.

17. Can a delegation whose seats are being contested, vote upon the motion, to strike out the names of the delegation?

Ans. They cannot.

18. Who are entitled to vote upon the amended report?

Ans. All persons whose names are on the list as reported by the committee, and the lists as amended by the convention, and they alone.

19. Are the credential and program committees dismissed automatically upon submitting their reports?

Ans. No; the two committees are continued throughout the session, as supplementary reports may be required from them.

20. When should the credential committee be allowed to report again?

Ans. At any time when new delegates arrive and register, or for any other necessary change in her report.

21. When should the program committee make an additional report?

Ans. Whenever a speaker has to be substituted, or when any other change on the program is necessary.

22. What are the duties of the program committee?

Ans. In most cases, to compile the program and have it printed in advance; furnishing copies to the constituent bodies is advisable.

23. Who gives the report of the program committee?

Ans. The chairman of the committee submits the printed program, and she, or some one else moves its adoption, which, when stated by the chair is open to debate and amendment.

24. What vote is required to adopt the program?

Ans. A majority vote, but when once adopted, it cannot be deviated from, except by a two-thirds vote, or by a majority of the membership; unless done by general consent. (It usually saves time to adopt the program, subject to change.)

25. Are there other committees to be appointed?
Ans. The by-laws should state the number and name of committees, and the method of their appointment. In addition to these, the entertaining society generally appoints a number of local committees.

26. How is business conducted in a convention?
Ans. The same as in any organized society; the program being the Orders of the Day.

27. What reports are required at an annual convention?
Ans. Boards, the Treasurer, standing committees, chairman and superintendents of departments are required to submit annual reports, and sometimes other officers, according to By-Laws.

28. When are the officers elected?
Ans. Generally at the Annual Meeting; unless the Constitution prescribes a different time.

29. When should an officer elected at a convention take up her duties?
Ans. It is better to have the term of office begin at the close of the convention, unless the By-Laws state a different time.

30. When are the minutes read?
Ans. At the beginning of the business meeting each day the minutes of the preceding day are read and approved.

31. Suppose there is not time to read the minutes the last day, how proceed?
Ans. A motion should be adopted, authorizing the board or some committee to approve the minutes of that day.

32. Does the convention adjourn until next year?
Ans. The convention adjourns sine die.

UNORGANIZED CONVENTION

QUIZ

1. What is the difference between an Unorganized Convention and a Mass Meeting?
Ans. The meetings are similar, because when called to order neither have a Constitution, By-Laws, Standing Rules or Officers.

2. How determine who are entitled to vote?
Ans. The Convention must have been called by a Committee who have made the preliminary arrangements, and if the meeting is a large one, the Committee should allow only those to enter who have evidence of their right to membership; in contested cases, admit both sides.

3. How are officers elected?

Ans. Practically the same as in a Temporary meeting for Permanent Organization.

4. After the Chairman and Secretary are elected, how proceed?

Ans. The Chair should appoint a credential committee; who should report as soon as possible, as no business can be transacted except to authorize the Chair to appoint committees on nomination of officers; on Rules; and on Order of Business and Program, but no person whose seat is contested should be placed on a committee, until the convention have voted to allow him to retain his seat.

5. When the credential committee reports, how proceed?

Ans. The procedure is practically the same as described in an Organized convention.

"Parliamentary Law enjoys propriety of manner and conduct. Common sense and common courtesy would dictate a quiet watchfulness on the part of each member of an organization, or delegate; promptness in seconding motions, brevity and conciseness in debate; with constant effort to aid the chair in her responsible and ofttimes delicate task of presiding over several hundred women."

MRS. A. S. BENJAMIN.

Chapter XIII

DEBATE

Legal Rights of Bodies

Parliamentary Law

Definitions

Discussion or Debate

QUIZ

1. How many times may a member speak to a question?
Ans. Each member has the right to speak twice to the same question, but can not make a second speech if any member who has not spoken desires the floor.
2. If there are a number of motions before the house is debate limited to any one of them?
Ans. Debate is limited to the immediately pending question.
3. How long may a member speak to a question?
Ans. No one may speak longer than ten minutes without the consent of the assembly, and the question of granting leave to extend or limit time, shall be decided by a two-thirds vote without debate.
4. To whom do speakers address their remarks?
Ans. To the presiding officer.
5. Is it permissable in debate to allude to persons by name?
Ans. No: speakers should avoid all personalities in debate.
6. If it is desired to have more freedom in debate how proceed?
Ans. Go into Committee of the Whole, or Consider Informally either of which requires only a majority vote, or Extend the Limits of Debate, which requires a two-thirds vote.
7. If a member has exhausted her right to debate the Main question may she speak to any debatable Subsidiary motion afterwards made on the same question and immediately pending?
Ans. Yes; because it makes the immediately pending question a different one, and in debate, is treated as a new question.
8. Are asking questions, and making suggestions considered as speaking, in debate?
Ans. No; but if they will aid to expedite business, the Chair should permit them before taking the vote upon an undebatable question. The Chair, however, should remain standing to show that she *has the floor, and* should not allow any more delay than she feels is necessary to help business, before putting the question to vote. R. O. R. page 186.

9. May a member vote against her own motion?
Ans. Yes: she may vote against it, but cannot speak against it.
10. May the Chair put a question so rapidly as to prevent a member from getting the floor after the Chair has asked, "Are you ready for the question?
Ans. No: even if the Chair had announced the vote, if it was found that a member arose and addressed the Chair, at once, after the Chair had asked, "Are you ready for the question?" she is then entitled to the floor, and the vote was null and void; but if the Chair gives plenty of time for members to claim the floor, and they do not avail themselves of it, then they cannot claim the right to debate, after voting has commenced.

DECORUM IN DEBATE

QUIZ

1. Is it permissible to refer to members by name in debate?
Ans. No; in referring to members, the debater should as much as possible, avoid personalities, referring to members as "the member who spoke last" or "the member from Iowa." Officers should always be referred to by their official titles.
2. May a member speak against any action the assembly has taken?
Ans. No; not unless she intends to move to Rescind such action, or while debating such a question.
3. May a member speak against the motives of a member?
Ans. No; but she may condemn a measure in the strongest terms.
4. If anyone desires to ask a question of a speaker, how proceed?
Ans. She should rise and say, "Madam Chairman, I should like to ask the speaker a question."
5. How does the Chair proceed?
Ans. The Chair asks the speaker, "if she is willing to be interrupted."
6. If the speaker consents does the speaker lose her time?
Ans. Yes; the time taken up by the conversation comes out of the speaker's time.
7. May members converse with one another in a deliberative body?
Ans. No; the conversation is carried on through the Chair.
8. How does the speaker proceed, if the Chair rises to state a Point of Order, or otherwise speak within her privilege?
Ans. The Speaker must be seated until the Chair has finished.
9. If called to order ,how does the speaker proceed?

Ans. She must sit down until the question of order is decided.

10. If the speaker's remarks are decided to be improper, may she proceed?

Ans. No; not if anyone objects, without a vote of the assembly; and the question is not debatable.

11. Suppose disorderly words are used by the speaker, how proceed?

Ans. They should be taken down by the member who objects to them, or by the Secretary, then read to the member; if she denies them, the assembly must decide by a vote whether they were her words or not, and if the words were of a personal nature, both parties should retire while the assembly deliberates upon the case, for it is a Rule in an assembly "That no member should be present when any matter relating to herself is under debate." If any business has taken place since the member spoke, it is too late to consider any disorderly words she may have used.

12. May a member disturb the assembly during debate?

Ans. No; during debate, or while the Chairman is speaking or taking a vote, no member is allowed to disturb the assembly by whispering, walking across the floor or in any other way.

To Close Debate

QUIZ

1. Who has the right to the closing speech?

Ans. The member who made the motion which brought the subject before the assembly, has the right to the closing speech if she has not exhausted her twenty minutes; but not until all who wish to speak have spoken. She cannot, however, have this privilege after debate has been closed.

2. When debate appears to be closed, how proceed?

Ans. The Chair should inquire, "Are you ready for the question?" If no one rises to claim the floor, the Chair assumes that no member wishes to speak, and proceeds to put the question.

3. Is debate then closed?

Ans. No, for until both the affirmative and the negative are put, a member can rise and claim the floor, and reopen debate, or make a motion; provided she rises, at once. If debate is resumed, the question must be put again, both affirmative and negative.

4. If the vote is taken the second time, may debate be resumed?

Ans. No, except by general consent.

5. If two-thirds of the assembly wish to close debate, how proceed?

Ans. By ordering the Previous Question, or closing of debate at a certain time; or they can limit the length of speeches and allow each member to speak but once on a question, as explained under Limit or Extend Debate. These motions require a two-thirds vote as they, "Suspend the right of every member of a deliberative body to have every question discussed before it is disposed of."

6. If it is desired to prevent *any* debate upon a question, how proceed?

Ans. Object to the Consideration of the question and, if the Objection is sustained, the question is thrown out for that session.

7. How dispose of the question temporarily?

Ans. Lay the question on the table by majority vote; (and if it is not taken from the table it is lost, but it may be Taken from the Table at this session or during the next session in societies that meet often) or Refer it to a Committee; Postpone it to a Certain Time; or Make it Sapecial Order.

MOTIONS THAT ARE NOT DEBATABLE

As a Rule the motions of high privilege are not debatable. In accordance with this Rule the following motions are not debatable:

The Privileged motions are not debatable.

All Incidental motions, except a debatable Appeal, are not debatable.

The three highest Subsidiary motions are not debatable.

Appeals made after the Previous Question has been ordered, and in other cases, as shown below, are not debatable.

To Amend or Reconsider an undebatable question is not debatable.

UNDEBATABLE MOTIONS

Fix the time to which to Adjourn (when privileged).
Adjourn (when privileged).
Take a Recess (when privileged).
Raise a Question of Privilege.
Call for Orders of the Day.
Lay on the Table.
Previous Question.
Close Limit or Extend Limits of Debate.
Amend an Undebatable Motion.
Reconsider an Undebatable Motion.
Appeal (if made while an undebatable question is pending, or after the Previous Question, has been ordered, or when relating to indecorum, transgression of the rules of speaking or priority of business).
Objection to Consideration of a Question.
Suspension of the Rules, and All Incidental Motions, (except a debatable Appeal).

LEGAL RIGHTS OF BODIES

To Punish Members

QUIZ

1. Does a deliberative body have the legal right to punish, eject or bring to trial its members?

Ans. Yes; but such rights should be exercised with great discretion.

2. Does a society have the right to punish its Members?

Ans. Yes; a deliberative body has the inherent right to make and enforce its own laws, and to punish one who disobeys them.

3. What is the extreme penalty of this punishment?

Ans. Expulsion from membership.

4. Has the assembly the right to give public notice to that effect?

Ans. Yes; it has the right to publish that the person has ceased to be a member of the society; but has no right to publish the charge brought against the member.

Rights of Ecclesiastical Bodies

When Rights of Ecclesiastical Bodies are under discussion; it is best to act under legal advice, especially where property is involved.

To Eject Members

QUIZ

5. May a society or assembly eject any one from their meetings?

Ans. Yes; every deliberative body has the right to decide who may be present during its sessions.

6. Who determines whether the person is worthy to remain in the session or not?

Ans. The society either by rule or by vote decides; and it is the duty of the Chairman to enforce the rule, using whatever force is necessary to eject the person.

Trial of Members

QUIZ

7. Has a society the right to investigate the character of its members?

Ans. Yes; and it may appoint a committee of investigation or discipline. Some societies have standing committees to which is referred all such cases.

8. What forms the basis of the trial?

Ans. The report of either of these committees, which should contain resolutions if the member is recommended to be expelled, as follows: 1st—To Fix the Time to which to Adjourn, and, 2nd—To instruct the Clerk or Secre-

tary to notify the member to appear before the society at this adjourned meeting, to show cause why she should not be expelled, upon the following charges, stating them.

9. After the member has been notified of these charges, may she vote?

Ans. No; she is practically under arrest, and deprived of all privileges of membership, until her case is settled.

10. May a member be tried at the same meeting at which the charges were preferred against her?

Ans. No; not without her consent, unless the charges refer to something done at that meeting.

11. Suppose the member fails to obey the summons to appear, how proceed?

Ans. Failure to appear at the meeting appointed for the trial would be just cause for expulsion.

12. What evidence is required to expel a member?

Ans. Usually the report of the committee is sufficient.

13. Should the accused be allowed to speak?

Ans. Yes; and introduce witnesses if she desires, and either party may cross-examine the other witnesses, and introduce rebutting testimony.

14. When the evidence is all in, how proceed?

Ans. The accused member should retire from the room, and the society proceed to deliberate upon the question of expulsion or punishment.

15. How is the question finally settled?

Ans. By a two-thirds vote by ballot; or by general consent.

16. If the trial is liable to be long, or of delicate nature, how proceed?

Ans. The member should be notified to appear before a committee for trial; the committee reports to the society, and at that time, the accused should have a chance to state her cause, and the committee to reply, then the accused should retire; and the body deliberate as before.

17. Is the accused allowed to have counsel at the trial?

Ans. Yes; provided the counsel is a member in good standing, but if the counsel should be guilty of improper conduct, the society may refuse to listen, and may also punish her.

CALL OF THE HOUSE

QUIZ

1. What is the Call of the House?

Ans. It is the method used by legislative bodies to enforce the attendance of absent members, in case of no quorum.

2. What vote is required in Congress to order a Call of the House?
Ans. A majority vote, provided one-fifth of the members are present.
3. When is a Call of the House in order?
Ans. When no quorum is present, a Call of the House takes precedence of everything, except To Adjourn, but if a quorum is present, a Call of the House should rank with Questions of Privilege.
4. May other organizations order a Call of the House?
Ans. Yes; if the By-Laws provide for such rule.
5. When the Call is ordered, how proceed?
Ans. The Clerk or Secretary calls the Roll, noting those absent, then the proper officer is given an order with the list of absentees, who proceeds to arrest the absentees.
6. Where do arrested members make their excuses?
Ans. At the Chairman's desk, who asks what excuse they have for being absent, and when excuse is given, a motion is made that they be discharged, either with or without payment of fees.
7. When fees are assessed against them, how proceed?
Ans. They cannot vote, or be recognized by the Chair until fees are paid.

INCORPORATION

QUIZ

1. If a society desires to become incorporated, how proceed?
Ans. It is best to consult a lawyer.
2. What are the benefits derived from being incorporated?
Ans. The society would have the right to receive, purchase and hold real estate and other property, and to transmit them in succession; also to protect the name of the society; the power to sue and be sued; to grant and receive grants, etc., etc.
3. When a society is incorporated, is it necessary to have a Constitution?
Ans. Not necessarily. The Charter may take the place of the Constitution.
4. Would a Corporation require By-Laws?
Ans. The rules of the society may be written in the By-Laws, but they must not conflict with the Charter of the Corporation.
5. When a society becomes incorporated, when does the Charter expire?
Ans. The life of a Corporation is for the term stated in its Articles of Incorporation, not exceeding fifty years; regardless of changes in membership. The Charter may be renewed at the expiration of the term.

PARLIAMENTARY LAW

QUIZ

1. What is Parliamentary Law?

Ans. Parliamentary Law may be defined as a system of rules and practices of legislative and deliberative bodies; which by long use and experience, have become generally approved.

2. Where did the word Parliamentary originate?

Ans. Originally, from the customs and rules for conducting business in the English Parliament; in England these usages of Parliament form a part of the law of the land; and thus; in our own land the rules and practices of our legislative bodies are generally authority in all cases where they do not conflict with Constitution, By-Laws or Rules adopted by an organization.

3. Where are the rules of Congress to be obtained?

Ans. From the Legislative Manual of Congress; each house has its own Rules.

4. Do the rules of Congress determine the parliamentary law of the country?

Ans. Yes; to a certain extent, but as conditions are very different in a great legislative body from conditions in an ordinary deliberative body, it is quite evident that the rules of Congress must be much modified in order to adapt them to ordinary assemblies; for instance, Congress has sessions from three to six months; whereas, many of our deliberative bodies have sessions lasting not more than two or three hours.

5. What is the difference in a quorum of Congress, and a quorum of a common deliberative body?

Ans. In Congress a majority of the members is a quorum, and as they are paid to devote their time to the business of Congress, they may be compelled to attend by a Call of the House; while a quorum in most societies is from one-fourth to one-tenth of the membership, and their attendance is voluntary.

6. Are the rules of the Senate and the House the same?

Ans. No; each house adopts its own rules, and the result is: that both houses of the same legislature do not agree in practice; for instance the Order of Precedence of Motions is not the same in both houses, and the Previous Question is allowed in the House, but not in the Senate.

7. What motion closes debate in the House by a majority vote?

Ans. The Previous Question, but a bill cannot be passed without forty minutes' debate, which is allowed after the Previous Question has been ordered, if there has been no

debate; this rule would not be practical in a society whose entire session only lasts two or three hours; and such societies should have power to close debate instantly by a two-thirds vote; which is done by the use of the Previous Question in most societies.

8. Are the rules of Congress applicable to ordinary deliberative bodies?

Ans. There would be such a diversity of opinion about which to use—the rules of the House; or the rules of the Senate, and confusion would naturally follow; therefore, it is better for every society to adopt some parliamentary authority as guide in all cases not covered by its own Constitution, By-Laws or Rules.

DEFINITIONS

Parliamentarian—One who is versed in parliamentary law and usages.

Parliamentary Law—Law governing legislative and deliberative bodies.

Parliamentary Usage—Rules governing deliberative bodies in the conduct of business.

Resignation—Resigning or vacating office.

Installation—Installing or being put into office.

Sine die—Without an appointed day.

Pending—Before the house.

Quorum—The number necessary to be present in order to transact business, and is a majority of all members unless otherwise stated.

House—Assembly or society.

Yields—Gives way to.

Meeting—Time of assembling to an adjournment.

Session—Time between first meeting and final adjournment.

Precedence—Higher in rank, going before.

Adjourned Meeting—A continuation of the present meeting.

Seriatim—Consider article by article, or section by section etc.

Called Meeting—Called for special business.

Majority—More than half the votes cast.

Two-thirds—Two-thirds of votes cast.

Plurality- –Largest vote for one of a number of candidates.

Viva Voce—With a voice.

Tie Vote—A lost vote; unless the Chair votes to make it a majority; in an Appeal she can vote to make it a tie.

Vice Versa—The terms being exchanged.

"Paired off"—In Congress two members agree not to vote on a certain question, if one is absent.

Closure or Cloture Rule—To close debate by majority vote.

Immediately pending question—Question last stated by the Chair.

Delegate—One sent to represent others.

FORMS FOR COMMITTEE REPORTS

Special Committee

(Chairman of Committee or reporting member obtains the floor and reads.)

The committee appointed to investigate the reasons *why* the 18th Amendment is not better enforced in this city, submits the following report:

The committee has made extensive investigations and has come to the conclusion that the non-enforcement of law, especially the 18th Amendment, is caused principally by the *indifference* of our best class of citizens.

The committee therefore recommends the adoption of the following resolution:

"Resolved, That each member of this organization act as a committee of one to arouse the indifferent citizens to the great need of better law enforcement, especially of the 18th Amendment, and by so doing, help to support the Constitution of the United States." Signed by Members of Committee.

Reporting member moves the adoption of the resolution.

Standing Committee reports with Recommendation and Resolution. The Community Service Committee reports: Two families in need of the necessities of life and recommends the adoption of the following resolution: "Resolved, That the sum of $200 be taken from the Club treasury to supply the needs of these two families." MRS. G. H., Chairman.

Reporting member moves the adoption of the resolution. If Standing Committee reports just work accomplished without resolution or recommendation, no action need be taken on the report.

Resolution Referred to a Committee

The committee to which was referred the resolution. "Resolved, That our Club have a radio receiving set installed in the Club house," recommends that the resolution be not adopted.

The Chair says:—"The question is on the adoption of the resolution, (stating it) the recommendation of the committee to the contrary notwithstanding."

Resolution with Amendment Pending Referred

The committee to which was referred the resolution, "Resolved, That our Club build a home for disabled veterans," with the amendment pending, "to add the words, the cost not to exceed $10,000," recommends that the amendment be adopted and that the resolution as amended be adopted.

The Chair states the question on the amendment, and if carried, she states the resolution as amended.

OUTLINE OF STUDY

This course of Study is especially prepared for study in schools, classes; or by individuals who are working for a Parliamentary Diploma, and wish to complete the Course in one year; but it may be used by any student.

Best results may be obtained by developing the first fifteen minutes of the hour to review, and the last fifteen minutes to drill work.

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